**Admissions Agreement**

**Child’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_**\_\_\_\_

**Parent’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_**\_\_\_\_

* **Enrollment:** Children ages 18month until entrance to Elementary School are admitted to **the P.O.D.O. Club**. No child will be refused enrollment because of gender, race, or religion, or that of their parents.

**Scheduled days: Part-time care cannot substitute scheduled days for holiday closures or vacations.**

* **Payment due:** Payment for contract time is due before the 1st day of the Month.

**There is no credit given for holidays or days absent due to illness, vacation, or
otherwise.** **You can find more information related to payment in the Parent Handbook.**

* **Paid Vacations:** The school will be closed for two paid vacation weeks during the year. These vacations will usually occur 1 in the summer and 1 during the Christmas holiday. See calendar for more specific details. (Summer School will be available for students who wish to attend)
* **Withdrawals & Tuition Refunds**: Thirty (30) days’ written notice must be given to **the P.O.D.O. Club** before withdrawing a child. The paid tuition is NOT REFUNDABLE.
* **School Hours:** Monday through Friday, 9:00am - 2:30pm.

For pre-Kindergarten 9:00am – 3:30pm and for Kindergarten 8:30am – 4:00pm

Please ask our staffs for information on After School programs and hours.

* **Sign in & Out:** All children must be signed in and out daily with a full signature of an authorized adult (Classroom Teacher/Parents). When signing your child in, please state who will pick up your child if other then you. **Your child will not be released to anyone who is not on the emergency form. No exceptions! If you think you cannot pick up your child and did not talk to a teacher when dropping your child off, you need to talk directly with a teacher** to arrangepick up for your child at the end of their day. Please do not leave a phone message. We are not always able to pick up these messages right away. The safety of your child is very **important** to us and is not taken lightly and for granted. Therefore clear and direct transfer of information to a teacher is necessary**.**

**WHAT YOU NEED TO BRING**

### Forms: For your child(ren) safety, we must have the following forms completed before attending the P.O.D.O. Club:

1. Contract (Parent/Provider Agreement)
2. Child Registration (Application)
3. Emergency and Medical Record Form
4. General Permission Form
5. Hands- On Learning Field Trip Form (Gray & Yellow)
6. Shuttle Bus Registration (Optional)
* **Diapers/Wipes:** Parents of children who are not toilet trained must provide disposable diapers and wipes. We request that they be brought in medium size quantities and left at school. We will mark them with your child’s name and will be specifically used for your child only.
* **Extra Clothes:** Shirt, pants, underpants and closed toe shoes, should be left in your child’s bag. Please up date as needed, for season or child’s growth.

**MORE THINGS TO KNOW**

* **Toilet Learning:**  We will help as much as possible when your child is physically and emotionally ready and while they are in our care. During this time we will need extra clothes and will change children as much needed. This is a big step for children and we cannot rush the process.
* **Meals:** The children need to bring their own snack and lunch each day. All children should be given nutritious meals, consisting of children like foods: Vegetables, main course, fruit and milk. Additionally parents can sign up for catering service from May, 2013. For further information please contact the office.
* **Health Policy:** The school strives to maintain a healthy, safe environment for our children. In that regard, **a child who is ill will not be admitted to the classroom**. If a child becomes ill during the school day, the **parents will be notified and must pick up the child**, or make arrangements for someone on the list to pick up the child, as soon as possible. By signing below, the parents authorize the school to obtain immediate medical care if a medical emergency occurs and the parents cannot be located immediately. Such care may be from a physician or hospital other than the physician. A staff member will stay with your child until your arrival. Staff will not administer medical treatment, other than emergency first aid. Any expenses incurred for such care will be borne by the child’s family.
* **Medication Policy:** We will give your child prescribed medicine only under strictly controlled conditions and in original container. (Under Parent Permission)
* **School Roster**: The parent/guardian gives the preschool permission to list their child’s name, their names, address, telephone number and e-mail address on the school roster, for distribution to school parents only. The parent/guardian agrees to use this roster for school purposes only.
* **Photography**: The parent/guardian gives the preschool permission to photograph and/or video their child during preschool and at preschool events for classroom and school use only (Please Refer to General Permission Form).
* **Parent Conferences**: As part of its commitment to good communication, the preschool will offer two parent-teacher conferences per semester for each child. Conferences are held to discuss a child’s progress, well-being, and/or any concerns. The parent, teacher, or director may request an additional conference at any time.
* **DISPUTE RESOLUTION**: **The P.O.D.O. Club** strives to assure that good communication is maintained between parents and teachers, and that each child receives the quality education he or she deserves. Occasionally, problems occur which cannot easily be resolved. Should such a situation occur, the parents will notify the director immediately and attempt to reach a resolution with the help of the director.
* \_\_\_\_\_\_\_\_ (Initial) **I have received and read the Parent Handbook.**
* Volunteering can be a fun experience: We ask that it be pre arranged to optimize your experience. What special skills or interests can you share with us?

**I have read this Parent-Preschool Contract, understand it, and agree to abide by the policies and procedures it contains.** Parents will receive a signed copy of this agreement.

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_