



AESS District Member Campus Serving Children from 2 years to School Age

## PARENT AGREEMENT POLICY

Your child, \_\_\_\_\_, has been enrolled in Green Fields Preschool.

Your weekly tuition is \$\_\_\_\_\_ and is due every Monday. A late fee of \$25 will be assessed to all unpaid accounts on Wednesday at 6 pm. You will be required to pay the first week's tuition upon enrollment to reserve your spot.

If your child is absent due to sick days, unscheduled vacation, unscheduled holidays, or emergencies full tuition is due for the time your child is not in attendance.

Tuition is due Monday at drop off, unpaid accounts will have a late fee of \$25 at 6 pm Wednesday, and at 6pm Friday services will be suspended until account is brought back to a \$0.00 balance. A \$ 25 fee will be applied to any returned check, returned checks are non-payment, and will be subject to another \$25 late payment fee.

There is no charge for school closure.

All vacation and withdraw requests must be submitted in writing 2 weeks in advance to halt tuition. Vacations will be limited to 3 weeks per year.

## HOURS OF OPERATION

Green Fields Preschool is open from 7:30am to 6:00pm Monday through Friday.

## BILLING POLICIES/LATE FEES

- **A LATE PICKUP FEE OF \$1.00 PER MINUTE WILL BE ASSESSED AFTER 6 PM. PLEASE BE ADVISED** the police will be called at 6:30 pm if listed emergency contacts cannot be reached. Please keep you emergency contacts updated.
- **Not clocking your child in and/or out correctly is a \$3 fee each time.**
- **All vacation and withdraw requests must be submitted 2 weeks in advance to halt tuition.**
- **Tuition is a flat rate and does not change based on sick days, unscheduled vacation, emergencies, or holidays.**
- Tuition is due on the Monday prior to your child's attendance. All unpaid accounts will have a **late fee** of \$25 at 6 pm Wednesday, and at 6pm Friday services will be suspended until accounts are at a \$0.00 balance.
- Students must be pre-registered for aftercare or be charged a flat rate of \$16 per day for drop-in.
- Students not picked up at the dismissal time of the school day will be placed in aftercare (3pm-6 pm).
- Beforecare (7:30am-8:30am) and aftercare (3pm-6pm) is \$5 per hour up to \$50/week or \$6 per hour up to \$60/week for diapered children. Each hour is charged after the first 15 minutes of each hour.
- School Age children attending during the summer and holidays will be charged at preschool rates.
- Returned checks are a \$25 fee and are non-payment. An additional \$25 late payment fee will be added to your account.
- For all current accounts (paid prior to Monday attendance) we offer a 10% sibling discount for the least expensive child.

## DES MISSED DAYS POLICY

If your child is absent due to illness full tuition is due for the time your child is not in attendance. DES allows for 2 missed days of attendance due to illness per month. **If your child misses additional days** you will be required to pay the **full DES tuition amount plus your co-pay** for any missed days. If your tuition is late you will have a **late fee** of \$25 at 6 pm Wednesday, and at 6pm Friday you child cannot attend until you owe \$0.00. Returned checks are A \$25 fee and is non-payment and will be an additional \$25 fee.

## MEDICATION

Medication **MUST** be given to the front desk, be in the original bottle, and packaging with the label stating the first and last name of your child, name of the medication, prescription number, dosage and instructions on how to administer, the Doctor's name, and reason for the medication, and date of authorization. A form matching this information must be filled out. This includes all topical creams, sunscreens, ointments, and bug sprays. **Do not** send your child with these items in their bag. They must be given to the front desk and all forms must be filled out.

## ARRIVAL AND DEPARTURE

Green Fields Preschool does not provide transportation to or from bus stops or other locations. Parents are expected to escort his/her child to and from the classroom. Your child must be signed in and out accurately every day without exception. If your child is not clocked in/out correctly every day there will be a **charge of \$3 per occurrence**. Parents, Guardians, or any person on your child's Emergency Card under the age of 18 must have written permission to be able to pick up your child. All people who pick up your child must be listed on the child's Emergency Card for Green Fields Preschool to release your child. Please plan ahead.

## SUN PROTECTION, CLOTHING, AND PERSONAL POSSESSIONS

All children will need an extra change of clothes (including undergarments and socks) and sun block (given to the front desk). Please label all clothing, jackets, bags, water bottles, and backpacks with first and last name. Children should not bring toys from home. Green Fields will not be responsible for lost or stolen items. Please apply sunscreen prior to arriving at your child care program. Provide a hat, lip balm, sunglasses and clothing that cover child's arms and legs for outdoor activity.

## HEALTHY EATING PARENTS PARTNERSHIP

Please partner with us and provide good nutrition for your child. We ask for you support by providing these items in their lunch each day:

- Providing fruits vegetables, whole grain crackers, breads, pastas, etc.
- Protein such as lean meats, skinless poultry, fish, cooked beans or peas.
- Nut butter, eggs, yogurt, cheese, milk or milk substitute
- A list of suggestions will be provided to you that follow the Child and Family Resources meal requirements
- If you need additional suggestions please don't hesitate to consult with our staff

Please refrain from sending:

- Pre-fried and highly processed meats
- Chips and high-fat snacks
- Fruit juice

These items are permitted at Green Fields Preschool:

- Candy
- Cakes (brownies, cup cakes, Hostess, Little Debbie)
- Sugary drinks (sodas, sports drinks, fruit juices that are not 100%)

## NAPS/DIAPERING

For a child to be considered potty trained and be allowed to come in underwear they must be without an accident for a month. If there is not room in a class, a parent is unwilling to send their child in a pull-up or diaper, or there is not room in a potty training class their child's attendance and tuition will be halted for two weeks so they can practice at home.

Children who are not potty trained will be in a classroom with children that are napping. Naps are not required; however your child will be expected to be rest on a mat and be quiet during this time. They will be allowed to occupy themselves with quiet activities. Children that are placed in a classroom where all children are potty trained will not have a scheduled nap, but cots or mats will be provided if they are in need of one. All pillows, cots, sheets, and blankets will be provided and laundered once a week. Additionally diapers and wipes will be provided at no extra charge.

## ILLNESS

A CURRENT AND COMPLETE Immunization Record is required for each child. If you wish to have an Immunization Exemption Form, it must be properly filled out. Parents are required to update management as children receive any new immunizations.

Please keep your child at home if any of the following symptoms are exhibited:

1. A fever over 100.0 degrees
2. An undiagnosed rash or blisters
3. Discharge from the eyes or ears
4. Vomiting or diarrhea
5. Any symptom of a communicable disease

For the health and safety of other children at Green Fields Preschool, please inform the Director if your child has a communicable disease. If your child develops any of the above symptoms while at Sweet P's Pre-K, you will be immediately contacted and asked to pick your child within the hour. To return to school your child must be symptom-free for 24 hour **without medication**. If your child contracts COVID-19 they may return after a 10 day quarantine. Children may return with a Doctor's note stating that the child is "not contagious".

## EMERGENCY PROCEDURES

**In the event of a medical emergency:**

1. Green Fields Preschool will attempt to contact the parent/guardian.
2. If the parent can not be reached, emergency contacts will be called.
3. If no emergency contacts can be made, 911 will be called. If possible, the child will be accompanied to the hospital. Attempts to contact parent/guardian will be made.

**In the event of a situational emergency (fire, etc):**

1. If necessary, the building will be evacuated according to posted evacuation plans.
2. Green Fields Preschool will make every effort to contact the parent/guardian as soon as possible regarding the current circumstances and indicate where their child can be picked up.

**We have read Green Fields Preschool Parent Policy Agreement AND Policies and Procedures and agree to the conditions stated.**

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Name (Signature)

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date of enrollment: \_\_\_\_\_

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date