



# Enrollment Agreement 2019-2020

\_\_\_\_\_ agrees to enroll \_\_\_\_\_  
*(parent/ guardian names)* *(child's name)*

in the \_\_\_\_\_ program at Sunny Hill Preschool for the 2019-2020 school year.  
*(2.9 year-old / 3 year-old / 4 year-old)*

I/we are aware of and agree to comply with the following policies and procedures of the school. A more complete listing of school policies and procedures may be found in the parent handbook.

- Children who are residents of Sudbury need to be three by October 1<sup>st</sup> to enroll in our three year-old program. Placement of children is at the discretion of the Director and the Sunny Hill Committee. Children from other towns may be placed in accordance with their respective public school cut-off dates.
- A medical certificate completed and signed by your child's doctor must be on file each year that your child attends Sunny Hill. All Department of Public Health immunizations must be up to date and documented. All children are required to have a current lead screening. This is mandated by the State of Massachusetts. Immunizations are required to be on file prior to your child starting school. Physicals must be on file within one month of admission. If we do not have this information on file, your child will be unable to attend Sunny Hill Preschool.
- Sunny Hill Preschool generally follows the Sudbury Public School calendar. Our school calendar is distributed to parents each year. Sunny Hill will cancel school when Sudbury Public Schools are closed for snow days, and for other days we consider conditions at school to be unsafe.

## Tuition Policies

- An annual \$100 registration fee is required at the time of enrollment. This fee is non-refundable. In addition to the registration fee, a payment of one month's tuition is required on January 28, 2019 in order to guarantee your child a place in the school for the 2019-2020 school year. This payment will be refunded to parents who give written notice they are withdrawing their child from the program on or before February 28, 2019. Sunny Hill Preschool refunds tuition deposits past the deadline if a family can demonstrate either of the following reasons for your withdrawal from Sunny Hill: 1. Financial hardship – when there is a demonstrated financial need. Please submit required paperwork (monthly paycheck stub and tax return) to the Director for consideration by the Sunny Hill Preschool Committee. 2. Special Needs – for all children who have been evaluated by professionals and determined to have special education needs not met by Sunny Hill. Doctor's note or evaluation required, to be submitted to the Director. If a child is withdrawn during the school year at the request of the parents, the school must receive two weeks notice.
- Tuition payments are due the first day of each month, except for June which is included in the May payment. Tuition can be paid in a single payment, quarterly or monthly. A 20% sibling discount is available.
- Families of children attending our 2.9 program are required to begin tuition payments when their child turns 2.9.
- Scholarships are available on a confidential basis. Please contact the Director if you would like further information about scholarships.

<b>Program Listing</b>	<b>Tuition Rate 2019-2020</b>
<b>2.9 Program</b>	
2-day T-Th morning 9:00 – 12:00	\$444 per month
3-day M-W-F morning 9:00 - 12:00	\$561 per month
<b>3 Year-old Programs</b>	
2-day T-Th morning 9:00 - 1:00	\$459 per month
3-day M-W-F morning 9:00 - 1:00	\$592 per month
<b>4 Year-old Programs</b>	
3-day M-W-F morning 9:00 – 1:00	\$592 per month
3-day T-W-Th morning 9:00 – 1:00	\$592 per month
4-day M-T-W-Th morning 9:00 – 1:00	\$780 per month
3-day M-W-F 9:00 – 3:00	\$887 per month

### **Issue Resolution Policy**

When there is an unresolved issue between a parent and a teacher, the Director shall be notified, orally or in writing. If either party remains dissatisfied after the Director has spoken with each party, a decision may be made to present the issue to the Sunny Hill Committee for resolution. The Department of Early Education and Care can be notified if a parent, teacher or the Director remains dissatisfied with the course of action. Please see the Parent handbook for full details.

### **Suspension and Termination Policy**

The school attempts to provide an environment where children are able to interact with peers as they grow and mature in a loving atmosphere. The school recognizes that some children adapt more easily than others and that there will be varying periods of adjustment for each child. If, after a reasonable period of time, the school determines that a child is not able to participate in a way that benefits the child and the other children in the program, the school retains the right to request that a child be suspended or withdrawn.

The school recognizes its responsibilities to each child admitted; and therefore, the decision to ask a family to withdraw their child will only be made after discussions with the child's parents or guardians. An explanation will be given to the child, consistent with his/her ability to understand. In the event of suspension or termination, tuition will be refunded on a prorated basis. Further information regarding suspension and termination can be found in the Parent Handbook.

### **Non-Discrimination Policy**

Sunny Hill Preschool does not discriminate on the basis of race, national origin, religion, cultural heritage, political belief, marital status, sexual orientation, disability or toilet training in administration of hiring policies, admissions policies, educational policies, scholarship fund or any other school programs.

### **Media Release**

The school does not use children's names, photographs, or likeness to engage in fundraising or publicity of its program without the written, informed consent of a parent or guardian. However, there may be unsolicited articles or pictures involving your child in local newspapers. On occasion we also photograph and videotape special programs and classroom events. Photographs taken at Sunny Hill may appear throughout Sunny Hill and for educational purposes within the school's curriculum. Parents or guardians give their consent to these activities by signing the Enrollment Agreement form.

Enrolling your child at Sunny Hill, and signing the Enrollment Agreement form, includes permission for you, and all parents, to photograph events at, or sponsored by Sunny Hill. All such photographs (including videos) are solely for home viewing by family members. By signing the Enrollment Agreement form you explicitly agree NOT to make such photographs (including video) available to anyone else and you agree NOT to post them on the Internet (or any other forum, whether electronic or physical) in any form.

### **Medical Release**

The school will make every effort to provide a safe and supervised environment for each child. However, there are certain risks of injury by accident which are beyond the control of the school and which the undersigned parent or guardian acknowledges. By signing this agreement, the parent or guardian does fully release and discharge from liability for such injuries to the child and for other such medical emergencies which may occur and are beyond the control of the school staff. The parent or guardian further affirms that they have disclosed on their child's medical form any pre-existing condition which might lead to an injury or other medical emergency if undisclosed to the school.

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Signature of Parent or Guardian

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Date

*\* In order for your child to be enrolled in our program, we must receive a copy of a completed, signed Enrollment form, this signed Enrollment Agreement and a check in the amount of \$100 for the registration fee. Enrollment is subject to availability.*