

# Chipmunk Achievers Parent Agreement

School Year \_\_\_\_\_

Child's Name \_\_\_\_\_

## **Registration/ Financial Please place a check beside each clause to verify that you have read it.**

1.  When registering your child for Sept-June, we require the following:
  - A. Non-refundable registration fee of \$50
  - B. Set-up Payment option. The Pre-Authorized Debit(PAD) will be set up via E-mail. This will start in Aug (pays for June tuition) and continues until May 1<sup>st</sup>.
2.  My monthly tuition fee at the time of this enrollment is: \$\_\_\_\_\_
3.  Any payment more than 15 days late, will be subject to a \$10 late fee. Any tuition that is 30 days or more in arrears may result in my child no longer being able to attend classes, and their spot could be forfeited to another student.
4.  If a child is added to a class between the first and fourteenth of a month the full tuition for that month will be paid.
5.  If a child is added to a class between the fifteenth and the end of the month, half of the monthly tuition amount will be paid for that month.
6.  **If my payment is dishonored; I will pay a service fee of \$20.00, as well as being subject to the late fee of #4 above if payment is received after 15 days.** (If more than one payment is dishonored in the school year the situation will be reviewed). Noncompliance may result in the withdrawal of my child from the Program.
7.  It is my, (the parents) responsibility to know when fees need to be paid, and subsidy forms renewed.
8.  I understand that in order to reserve/keep my child's spot in the preschool; the fees must be paid in full including any period of time in which my child is away from the center (vacation, sickness or other absences).
9.  If I am to withdraw from the school for any reason, I must give one month's written notice on or before the last calendar day of the month prior to my child's final month of enrollment. If the required notice is not given, then I will pay one month fee in lieu of notice. If timing is an issue, a telephone call to the office followed by a letter may be accepted or an e-mail to [chimunkachievers@gmail.com](mailto:chimunkachievers@gmail.com).
10.  I am aware that Chipmunk Achievers Preschool is unable to give out refunds; this clause applies to: child's absence, any kind of school closures (i.e. Weather, power outages ....).
11.  I understand that Chipmunk Achievers staffing and operational expenses are based on enrollment levels and must be met on a continuing basis.
12.  To make sure that the Preschool can provide the best service, the preschool is always prepared for each child each day whether the child attends or not. The preschool has pro-rated the class fees for 10 months to include all holidays, professional days etc.

## Health and Safety

- 1)  To attend the school, my child must be well enough to participate in all aspects of the program including outdoor play, unless prior agreement is arranged.
- 2)  My child needs to come to school free from fever over 100° f/37°c, undiagnosed rash, vomiting, diarrhea, excessive runny nose and virus transmitting coughs.
- 3)  Only medications prescribed or recommended for my child, in writing by a Doctor, and provided in its original package with full instructions & precautions, will be administered to my child by Chipmunk Achievers Preschool staff.
- 4)  The school staff will only administer the medication once I have completed a "**Permission to Administer Medication**" form and have given this form to the staff.
- 5)  I will notify staff by phone or in writing if someone other than those persons authorized by me on the registration form will be picking up my child.
- 6)  I will phone or notify staff via e-mail, text, or message when my child will be absent from the school.
- 7)  Abuse Reporting – Chipmunk Achievers is required by law to report any suspected abuse or neglect to the proper authorities

## Scheduling

- 8)  If after half an hour (1/2) from the class closing time, the staff has been unable to reach me or the designated emergency contacts; in accordance with licensing regulations, the Ministry of Children and Family Development emergency service will be notified. They will deal with the situation accordingly. (Unless special arrangements have been made with the Director/Teacher)
- 9)  I will abide by the classes hours of operation and if I exceed the hours that the class is open, I will pay an overtime fee of \$10.00 for every 20 minute time period (after an initial 20 min period). Exemptions will be evaluated on an individual basis.

\_\_\_\_\_  
Signature of Parent(s)/ Guardian(s)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Special Note (Office Use Only)