

Handbook and Operational Policies Receipt

Child's Name _____

I have received a copy of the St. Philip's Preschool Handbook and Operational Policies. I understand and agree to the following terms and conditions.

Please initial each item:

_____ I understand I will pay a non-refundable registration fee once per year due at registration to secure my child's place in a class. If you withdraw from the program and then wish to return later in the year there will be another registration fee due.

_____ I understand that I will pay a non-refundable Supply Fee once a year due at the time my child's enrollment is confirmed. This fee covers supplies, activities and a St. Philip's T-shirt.

_____ I understand that a non-refundable tuition installment payment is due at the time my child's enrollment is confirmed. The remaining tuition installment payments are due on the first of every month from September through April.

_____ I understand that tuition is calculated on a yearly basis and is not flexible with long or short months. Refunds are not available for the time a child is absent or if the school is closed due to holidays, inclement weather, or emergency situations.

_____ I understand that withdrawal from the program requires a 30 day written notice. This notice can be e-mailed

_____ I understand that if the installment payment is not received by the 10th of each month, a late fee of \$25.00 will be charged. If the 10th falls on a weekend or extended holiday tuition is due the last school day of the week prior to the 10th.

_____ I understand that a \$25.00 fee will be assessed if a check is returned by the bank due to insufficient funds.

_____ I understand that if I pickup my child after 2:10 pm. the charge will be \$1 per minute I am late. Habitual late pick up may result in dismissal from the program.

_____ I understand that I will be asked to provide a snack for my child's class approximately once a month.

_____ I understand that St. Philip's Preschool is not responsible for the nutritional value of lunches brought from home or for meeting the child's daily food needs.

_____ I understand the policy regarding sick children and will adhere to the guidelines to protect the health of my child and the children at school.

_____ I understand the policies regarding the importance of safety on the campus of St. Philip's UMC. I understand that failure to comply may result in consequences up to and including expulsion from the program.

_____ I understand that all weapons except those processed by on duty law enforcement officials are prohibited at St. Philip's Preschool.

_____ I am aware of the Emergency Preparedness Procedures that include three different types of evacuations.

_____ I have read and understand the Discipline and Guidance policy that is included in the handbook.

Signature _____

Date _____