



1550 SE Salerno Rd., Stuart, FL 34997
772-287-1779

PARENT - CENTER AGREEMENT

The following conditions involved in the care of _____ are understood
(Child's Name)
and agreed upon between GRACE PLACE PRESCHOOL and _____.
(Parent/Guardian)

1. Payment is due **in advance** by Monday of each week. Payments received after that will be subject to a \$10.00 late fee. **No child will be admitted for care with an overdue account.**
2. Parent agrees to have the child here no later than 8:30 am for VPK and 8:45 am for preschool classes so that the children will have the full benefit of our teaching program. Consistently late arrivals will imply the need to make other arrangements for childcare. Parent agrees to notify the school in case of an unexpected absence.
3. The parent will not violate the hours agreed upon. **If a child is picked-up after 6:00 pm (center time) a late fee of \$10.00 for the first 5 minutes and \$1.00 per minute thereafter will be charged.**
4. One week of vacation is given to all full-time students ("VPK Only" not included) per year without charge provided two weeks notice is given. Tuition will remain the same per week regardless of holidays, illness or emergency closings.
5. Parent will provide the school with a copy of the child's immunization record including the HIB shot for spinal meningitis, as well as a completed physical form from a physician. The school will not accept any child who is not immunized, without the proper state certification. The parent will provide a copy of the child's birth certificate for enrollment purposes.
6. The parent will provide a morning snack, nutritious lunch and drinks for the child.
7. If your child has a temperature, we ask that he/she not be returned to the center until free of the temperature **for 24 hours**. Should your child be sent home with a fever, diarrhea, or with a green discharge from the nose, he/she must automatically take the next day off.
8. In the event of a contagious illness, the parents will notify the center, remove the child and not allow him/her to return until all danger of contagion is past.
9. In all emergencies, the center has permission to take such reasonable measures that are, in the judgment of the center, necessary to the welfare and safety of all the children.
10. The parent agrees to notify the preschool of any problems that arise at home that may affect the child at school (i.e. separation or divorce of parents, death in the family, etc.).
11. Liability for the actions of the child while he/she is under the care of the center is the responsibility of the parent or guardian.

- 12. In the case of extreme behavioral issues, the parent or guardian will be notified and asked to remove the child from school for the remainder of the day. The child will not be able to return until arrangements have been made between the parent(s) and Director.
- 13. The center reserves the privilege of dismissing any child if he/she seems unable to participate in group activities, exhibits continual disruptive behavior, or has a delinquent tuition account.
- 14. To avoid favoritism, The Grace Place Preschool prohibits teachers from babysitting children who also happen to be in their class. In the event a parent hires a Grace Place employee (not from their child's classroom) for offsite babysitting, parent acknowledges that The Grace Place Preschool is not liable for the acts or omissions of such employees as such services are outside the scope of such employee's employment with The Grace Place. Parent acknowledges that upon hiring the employee, these individuals operate in their own capacity with no control, direction or supervision by The Grace Place. As a result, The Grace Place is not responsible for the employee's actions and parent waives all liability claims against The Grace Place for the actions of such employees.

THE CENTER AGREES THAT:

- 1. In return for the sum listed on the "Financial Agreement" the center will provide care for the days chosen except Saturday, Sunday and the following holidays:

New Year's Day	Labor Day	Good Friday
Memorial Day	Two Days for Thanksgiving	
Independence Day	Two Days for Christmas	Teacher Work Day (in August)

- 2. The center will exercise reasonable care and judgment in all matters related to the welfare and safety of the children in the center.
- 3. In case of accident or illness, the parent will be notified as soon as possible. If the accident is minor, a form describing the accident and care given will be left for the parent's signature at pick-up time. This form will be kept with the child's records. If an illness or accident occurs that requires medical attention and parents cannot be reached, 911 will be called.
- 4. The center will provide an afternoon snack.
- 5. The following procedures will be used as a disciplinary action:
 - A. Separated from the group for a short period.
 - B. If it is necessary for the child to be disciplined more than three times in one day, he or she will be sent to the office.
 - C. In the event that the child's behavior is deemed a risk to the welfare and safety of him/herself, or to the other children, we will ask that he or she be removed from the school. (See item 13 above.)
 - D. Corporal punishment is never used.
- 6. The center will provide supplemental accident insurance coverage.
- 7. The center will give notice in the event of exposure to a contagious disease within the preschool.
- 8. The center will not release the child to anyone other than the parent or guardian, unless written permission is given.
- 9. Parent agrees to the policies of the center, as stated herein and in the Parent Handbook.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE POLICIES.

Parent/Guardian Signature: _____ Date _____

Authorized School Signature: _____ Date _____

Voluntary Pre-Kindergarten (VPK):

All policies of The Grace Place Preschool apply to children enrolled in the Voluntary Pre-Kindergarten program with the following exceptions:

The center will provide 540 hours of early learning for Voluntary Pre-Kindergarten (VPK) students that are registered with the state.

- **VPK HOURS:** 8:30am to 11:30am, Monday through Friday
- **VPK program begins** on August 13, 2018 and ends on May 23, 2019
- The following are **NON-VPK DAYS** and care **WILL NOT** be provided:

Labor Day (Sept 3)
Thanksgiving Holiday (Nov. 19-23)
Christmas Break (Dec 24 – Jan 4)
Martin Luther King, Jr. Day (Jan 21)

President’s Day (Feb 18)
Spring Break (Mar 11 - 15)
Good Friday (April 19)

VPK with Wraparound Care (VPK w/wrap):

Children enrolled in VPK that are also enrolled in our "wraparound" care program will receive 540 hours of early learning paid for by the state for which there will be no charge. Wraparound services are subject to all fees previously mentioned and a weekly wraparound fee. Enrollment in VPK w/wrap includes care on Non-VPK days (provided the preschool is open), at no additional tuition charge until the end of The Grace Place Preschool academic year. At the end of The Grace Place Preschool academic year, regular childcare rates will apply.

VPK Only (VPK-O):

Children enrolled exclusively in the VPK (8:30-11:30) portion of our program will not be charged any fees in connection with the program.

Parent agrees that drop-off time is no earlier than 8:15 am and pick-up is no later than 11:45 am. A late pick-up fee of \$10.00 for the first 5 minutes and \$1.00 per minute thereafter will be charged if child is picked up after 11:45 pm.

VPK ATTENDANCE POLICY:

Parents of children enrolled in the Voluntary Pre-Kindergarten Program (VPK) agree to pay any amount of their child’s tuition, not paid by the state, if their attendance in the program exceeds the 540 VPK hours allowed due to transfer from another program. Due to the academic nature of our program, parents of children enrolled in VPK agree to be consistent with their child’s attendance. Parents agree to ensure their child is in attendance for at least 80% of the VPK program hours. The Grace Place Preschool reserves the right to request removal of a child if attendance is sporadic or inconsistent.

I hereby understand and agree to the above mentioned terms and conditions of enrollment.

Date _____

(Signature of Parent or Guardian)

Date _____

(Authorized Signature of School)