



Dear Parents,

Please read this and all other information carefully. This family contract represents your commitment to Circle of Friends Preschool.

***Special notes to parents:***

Circle of Friends Preschool budgets with the expectation of full enrollment, and our budget comes from your payment. We are committed to pay our staff on the basis of your commitment to pay tuition. ***Please understand the Teacher's salaries are calculated on and dependent upon a full roster of paying families.***

A child is considered enrolled in COF when a signed contract is submitted and/or registration fees are paid. This payment is due at the time of Registration each year and is non-refundable, even if the student withdraws from the program before or during the school year. In case of a withdrawal, the preschool will conduct a due and diligent search to find another student to fill the space. **If a qualified student cannot be found to replace the withdrawn student, then in addition to forfeiting the entire deposit, the Contract will remain in effect until a qualified student is found.**

Once your child is enrolled, the payment of tuition is a contractual obligation. **If you withdraw your child, you must pay the balance of the tuition as it becomes due until we are able to fill your child's spot with a child on the waiting list, which we do as quickly as possible. However, if we are unable to fill your child's spot from the waiting list, you must pay the entire balance of the tuition as it becomes due for the entire remainder of the year.**

As always, please let us know if you have any questions or concerns.

Kindly,

Circle of Friends Board of Trustees

Mailing Address: PO Box 152 North Greece, NY 14515

Located at: 1211 Manitou Hilton, NY 14468

(585) 392-4010

We, (mother's first and last name) \_\_\_\_\_ and (father's first and last name) \_\_\_\_\_, parents of (child's first and last name) \_\_\_\_\_, hereby enroll our child in the Circle of Friends Preschool program. Upon signing this document we understand that we enter into agreement with the following terms. We understand that failure to fulfill the terms of this contract, subsequent to acceptance into the program, could jeopardize our child's position in the school as well as the integrity of the program. In consideration for the payment of tuition, set forth hereafter, Circle of Friends Preschool agrees to provide preschool educational services to the child named above. By signing this contract we understand we are responsible for the following:

We, the parents, acknowledge that the Circle of Friends Preschool is a cooperative school. We understand that a cooperative school is a program owned and run by the sum of its parent members, and that we are required to participate in the classroom as a parent helper (3-5 times/year depending on class size), attend monthly field trips with our child, and assist in at least one committee that helps run the school.

As parent members of Circle of Friends Preschool, we understand our specific duties as:

1. One or both parents shall work as a parent helper, assisting the teacher and teachers aide in the classroom for an assigned number of sessions (dates decided upon mutually with other parents and the class chairperson at orientation night in September).
2. On our designated parent helper days we will provide a healthy snack and beverage for all children in our child's class.
3. We will provide transportation for our child to and from Circle of Friends Preschool, as well as to school sponsored field trips.
4. We are required to attend the parent orientation/budget meeting held in September prior to the school's opening.
5. We are required to remain informed of program scheduling and issues via the school's monthly newsletter, bulletin board (at the entry of school), as well as telephone and meeting communications from our class chairperson (whom we will meet at orientation night in September).
6. We will give strong consideration to the possibilities of serving on the school board or special committees if so nominated.
7. We understand that fundraising activities are conducted to control tuition rates and provide equipment for the school.

**Child School Entrance Qualifications:**

1. In order to enter school in September, the child in the four-year-old class must be four (4) years of age on or before December 1st. Children entering the three-year-old class must be three (3) years of age on or before December 1st.
2. Children are encouraged to be potty trained.
3. The immunization form as well as parent contract must be completed and signed before our child can attend school.

**Sick Policy:**

The child will not be allowed to attend class and should be kept home from school when:

- Vomiting/diarrhea in the last 24 hours
- Fever above 100.4 within the last 24 hours
- Severe sore throat. Strep throat-must be taking antibiotics for at least 24 hours before returning
- Head lice-until properly treated
- Excessive cough or runny nose
- Pink eye-must be taking antibiotics for at least 24 hours before returning
- Any contagious illness

**Termination of Enrollment Policy:**

When a child behaves in such a way it interferes and disrupts the program and renders the children or staff unable to participate in the school's educational program.

If a child requires a major part of the teacher's attention, the teacher shall discuss the situation with the parents involved. If the situation does not subsequently improve and is detrimental to the school as a whole, the Board of Trustees/School Board may decide to ask the parents to withdraw the child from the school.

If parents are not able to fulfill their obligations as members of the school, the Board of Trustees shall first discuss the situation with the parents involved and then may ask these parents to withdraw their child from the school.

**Medical Information:**

Hospital of Choice: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

I, \_\_\_\_\_ agree that in the case of an accident or injury, emergency medical care may be given in the event I or the person designated cannot be reached.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**Photo Authorization:**

I give permission for my child to be photographed and/or video recorded to be used on the school website, school social media sites and our private Shutterfly site.

\_\_\_\_\_ **YES**                  \_\_\_\_\_ **NO**

**Tuition:**

1. Tuition will be in the amount of \$\_\_\_\_\_ for the academic year and is due according to the agreed upon payment schedule.
2. If payment is more than ten (10) days late, a \$15.00 late fee will be added to the tuition payment.
3. I will meet monthly tuition payments whether or not my child attends every scheduled day of class. I understand that no tuition reductions or refunds are made for holidays, absences, or school closings.
4. My child will be registered for the full academic year, as indicated in the parent information packet.
5. My child is considered enrolled in the Circle of Friends Preschool when a signed contract is submitted and/or registration fees are paid.
6. The registration fee, and tuition are non-refundable, even if my child withdraws from the program before or during the school year.
7. In case of a withdrawal, the preschool will conduct a due and diligent search to find another student to fill the space.
8. If a qualified student cannot be found to replace the withdrawn student, then in addition to forfeiting the entire deposit, the contract will remain in effect until a qualified student is found and enrolled (when a signed contract is submitted and/or Registration Fees are paid).
9. **I am responsible for tuition through the end of the school year, unless a replacement is found.**

**Agreements:**

I consent to the enrollment of the child listed above in this facility and have been informed of the policies and procedures under which it operates.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Circle of Friends Preschool

\_\_\_\_\_  
Date