



Miss Linnie's Sunflower Preschool

Parent Contract

License # 304310914

Name of Child _____ Sex _____ Birthdate _____

Mother's Name _____ Phone _____

Father's Name _____ Phone _____

Guardian's Name (if applicable) _____ Phone _____

Emergency contact (other than Parent(s)/Guardian: _____

Address: _____

Phone: _____ Cell: _____ Relationship: _____

Health Concerns: _____

Food Allergies: _____

Likes: _____

Dislikes or Fears: _____

Favorite Animals: _____

Favorite Foods: _____

Comments: _____

Sunflower Preschool encourages a school-home relationship. This requires regular parental assistance in the school program. Are you willing to:

- Read daily to your child? ___Yes ___No (Reading is essential in developing readiness skills and preparing for academics)
- Accept the school's educational philosophy? ___Yes ___No
- Allow your child to participate in special programs, outings and field trips? ___Yes ___No
- Do volunteer work at the school? ___Yes ___No
- Attend parent/teacher workshops and meetings? ___Yes ___No

Please state why you desire your child(ren) to attend Ms. Linnie's Sunflower Preschool _____

Has your child had any behavior problems at any other preschools/day cares? ___Yes ___No If Yes, please explain: _____

Daily Release of my child(ren): I authorize the person(s) below to pick up my child. I will give written permission if I plan to have anyone other than the person(s) listed below pick up my child. I understand that the school will not release my child unless they have my permission. _____



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1) HOURS OF OPERATION: Tuesday to Friday 9:00 a.m. to 3:00 p.m.

We will be closed on all Statutory Holidays as well as a two week period for Winter Break (please see our vacation policies on our website).

2) MONTHLY FEES

Monthly fees include all sick days, statutory holidays and vacation time for parents - these are paid days. Fees are based on booked days, not attendance. Refunds and credits will not be given for days where your child does not attend..

Full Time: 4 days per week All Ages \$xx.00 per day (per child)

Note: A full day rate will be charged for school holidays/in-service days and summer vacation.

Part-time and Drop-in: less than 5 days per week All Ages \$xx.00 per day (per child)

3) PAYMENT POLICY

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month in advance. Drop-in fees are payable per occurrence. Unpaid fees are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, statutory holidays and vacation time). Any parent who gives a at least a two week notice of temporary withdrawal for family vacation will be allowed to make up these sessions during that same school year.

A fee of \$30.00 will be charged for all NSF checks. Upon a second occurrence of an NSF check, all subsequent payments must be made in cash.

4) ILLNESS POLICY

Please advise the daycare prior to 8:00 am if a child will not be attending daycare due to illness.

Parents agree that a child who is ill (e.g. fever, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of my family and other children in my care. The parents further agree should a child become ill while in care that immediate arrangements will be made to remove the child from the daycare. Children will not be allowed to return to daycare until they have been symptom-free for at least 24 hours. In some cases, a note from a doctor may be necessary.

Please respect my illness policy. If a child is not well enough to go outside to play or attend school, they are not well enough to attend daycare.

5) LATE ARRIVAL/PICKUP POLICY

Please advise the daycare prior to 8:00 am if your child will be arriving earlier or later than the pre-arranged time. Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 1:30 p.m. (unless you have opted for Extended Care). If you are not able to pick up your child by 1:30 p.m. (or 3:00pm) alternate arrangements must be made.

In the event that a parent cannot be contacted, it is the policy of Sunflower Preschool to call an emergency contact should a child remain in care after 3:30pm without prior notification or arrangements. A late fee of \$5.00 per hour (or any portion of an hour) per child will apply if a child remains in care after 3:00 p.m. unless prior arrangements have been made. This late fee is due and payable upon pickup or prior to the next days care.

6) TERMINATION

Sunflower Preschool reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of my family and/or other children in my care.

7) WITHDRAWAL

Parents agree that a minimum notice of one full month (notice to given on the first of any given month) will be given for permanent withdrawal of any child from care or agree to pay one month's fee in lieu of. No exceptions will be made.

8) DAMAGES

Our home is child-proofed to the best of our ability, however, accidents do happen. Any damage to my home or personal belongings that is willfully caused by your child will be replaced or repaired at the cost of the parents.

Sunflower Preschool will repair or replace broken daycare equipment and toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parents.

9) YOUR CHILD'S TOYS

A vast array of toys are provided for your child to play with. Please do not bring any toys from home as this can cause jealousy and fighting among the children. A special pillow, blanket, or stuffed animal may be brought for nap times. These items will be kept in cubbies or diaper bags until nap time.



10) POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you - but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again at a later date. Please do not ask us to offer "treats" to the child for going "potty".

11) DEPOSIT/ADMISSIONS

A deposit fee of \$150.00 (per child) is required upon completion of the Application Request Form to secure your child's placement in Sunflower Preschool. Only \$50 of this deposit is non-refundable (app fee), and the remaining \$100 will be applied to your first months' tuition or returned to you if you are not accepted AND do not want to be on the waiting list. Spaces will not be held unless the deposit fee is paid in full.

If the Admission process is not complete, care will not commence until all the paper work is done. Prior to or on the start date of care the following must be received by Sunflower Preschool for each child:

- Parent Contract (this form)
- State Forms
- First Month's Tuition (Please see tuition page and check with Ms. Linnie for specific amount)

12) PICKUP/DROP OFF TIMES AND PAYMENT

It is further agreed that your child/ren will start attending the daycare on _____

Your first payment will be due on _____ in the amount of \$_____.

All payments will be due on the first of each month in advance in the amount of \$_____.

I/We _____ / _____

(please print)

have read and agree with the above statements.

_____	_____	_____	_____
Parent/Guardian Signature	Date	Parent/Guardian Signature	Date

Note: If child in custody of both parents then two signatures are required.

_____	_____
Ms Linnie Thomas	Date