

Protestant Preschool & Kindergarten (PPK) Parent Contract 2024-2025 School Year

Parents/Legal Guardians of students at PPK must agree to abide by all policy of the school prior to registration. Several important items are highlighted below, and a complete listing of policy is described in detail in the school handbook, which must be read by parents/legal guardians prior to signing below.

Tuition payments will be made on time, by the 5th of each month, beginning in October and ending in May. All payments will be made by Brightwheel, check or money order. A \$10 late fee will be required for any monthly tuition payment received after the 5th day of the month when tuition is due.

The \$50 registration fee per family plus 1st month's tuition per child is due at the time of registration.

Parents are responsible for pick-up of children on time and will be responsible for late pick-up fees of \$10 per child for the five minutes and \$5 per child per each minute thereafter.

A service charge of \$25 will be required if any check is returned by a bank. This fee must be paid within 7 days of notification.

A withdrawal form must be completed to release tuition responsibility. A written 30-day notice must be delivered to the school director in the case of withdrawal. Parents are responsible for tuition from the date of the notice until the expiration of 30 days. Parents are responsible for another month of tuition if this 30-day notice is not provided. Parents are responsible for the tuition as provided regardless of the reason for withdrawal except as specifically set out in the handbook. After April 1st of the school year in which a withdrawal occurs, all unpaid balances will be due immediately upon withdrawal.

Students immunizations should be current and on file in the PPK office. A medical form must be submitted within the first 2 weeks of the child's annual enrollment at PPK. Parents are responsible for updating changes on a child's medical form.

Students will arrive no sooner than 5 minutes prior to the stated time for class arrival and will be picked up at appropriate dismissal time. Parents/legal guardians should contact the school office immediately in the event that an emergency prohibits them from arriving for pick up at dismissal.

Students will be potty trained prior to enrollment.

PPK reserves the right to suspend or dismiss a student at any time during the school year if a student or parent's behavior is in conflict with the environment that is desired by the school. Children or parents who verbally or physically threaten another student or staff member will be immediately removed from the classroom.

Special needs of student should be clearly stated to the school director prior to enrollment.

PPK is a peanut free school. Peanuts and snacks with other peanut ingredients are strictly prohibited.

Parents will provide transportation for their own child(ren) and will supervise their own child(ren) during school field trips.

PPK reserves the right to amend the school handbook.

The undersigned Parent/Legal Guardian of the child named below hereby agrees to abide by all policy of Protestant Preschool & Kindergarten (PP&K) as stated in the current school handbook, including, but not limited to, the policy highlighted above.

Parent/Legal Guardian Signature: _____ Date: _____

Parent/Legal Guardian Name (printed): _____

Student's Name(s): _____