

## **ENROLLMENT AND TUITION FEES**

### SPONSOR INFORMATION

Sponsor Name			SSN		Email		
Address				City		Zip Co	de
Preferred Phone Num							
Employer			Worl	k Phone _			_
Co-Sponsor Name							
Address							
Preferred Phone Num							
Employer			Work F	hone			
Permitted to Pickup		(If No, Court O	rdered Doc	uments re	equired.)		
Persons Other than S	Sponsors Pern	nitted to Pick Up	Child In Ar	<b>i Emerge</b> Relationsh	ncy: (Requi ip:	red One	Local Contact)
Address			D	.L #			<del></del> :
City	Sta	te Zip	P	hone Num	nber		
Please list all contact i	nformation for a	additional people a	uthorized to	o pick up	your child or	the back	of this form.
		STUDENT I	NFORMAT	ION			
Student Last Name			First Nam	ie			
Sex: Male or Female	Date of Birth		First time in	Preschoo	ol? Yes or N	lo	1
Food and/or Drug Alle							
Pediatrician			Phone				
Is Child taking medica	tion? I	s Child Toilet Train	ed?	<b>=</b> 5			
I Do / Do NOT authoriz	ze the use of pl	notography taken o	of my child a	at St. Cler	nent's Acade	emy	
for the purposes of ad	vertising, promo	otional, or other pr	oprietary us	es deeme	ed suitable		
by St. Clement's Acad	emy.						
		Schedule of A	ttendance	(please c	ircle)		Child's Photo
Days of Attendance:	Monday	Tuesday	Wednesda	y Thu	ırsday	Friday	
Normal Hours of Attenda	nce:	AM/PM	to		AM/P	M	
Typical Meals Served ea	ch Day: Breal	kfast Lunch	Р	M Snack			
Food Assistance Program C	Househo	olds receiving Food Ass	sistance Progra / or TANF C	am or TANF Case Numbe	Benefils: r/_/_/_/_		_/_/_/
A Non-Refundable Registreschedule to be \$ Agreement Form, I understa	per week, an	d that I agree to pay thi	s fee In Adva	nce accordi	ng to the paymi	cost of the a ent policies	bove-stated as outlined on the
I have read and understood	the Tuition Fee Pa	yment Policy, which is	part and parce	el of <u>"The St</u>	t. Clement's A	cademy Ag	reement."
Signature of Sponsor		Date	S	ignature c	of Co-Spons	or	Date



## PAYMENT AND PRESCHOOL POLICY

#### PAYMENT POLICIES

**ANNUAL REGISTRATION FEE -** A non-refundable Registration Fee shall be paid at the time of enrollment, and is paid each consecutive year during Spring registration.

TUITION DEPOSIT - A Deposit is paid at the time of enrollment and will be applied to the balance due the last week your child attends school each year. Any remaining balance after the Tuition Deposit is applied must be paid in accordance with the tuition fee payment policy below.

TUITION FEES - Tuition Fees are based upon the Program and Schedule selected at the time of enrollment. All schedules have specific day and time restrictions. Students on part time schedules must attend only their scheduled days, Students attending outside of their selected schedule hours will be charged the extended care rate. Tuition Rates are subject to change at anytime during the school year.

PAYMENTS - All Payments must be Pre-paid. Payments should be made through the parent portal. No Cash will be accepted for Tuition Payments. A late payment fee of \$10 will be accessed on all accounts with an outstanding balance by the end of business on Mondays.

STUDENT WITHDRAWAL - The Sponsor/Co-Sponsor must provide written notification to the Director two weeks in advance of the withdrawal, All accounts must be paid in full prior to the last week of attendance. Failure to provide the required notice of withdrawal will result forfeit of the Tuition Deposit, Any balance due must be paid as outlined in the Tuition Fees payment policy above.

COLLECTIONS - Service will be suspended on accounts that have not been prepaid in accordance with the TUITION FEES & PAYMENT POLICY above. The Parent/Guardian will be responsible for all late fees and legal fees associated with the collection of unpaid balances.

NSF FEES - A Fee will be added to the customer's account for any returned ACH or Credit Card Charge backs. This fee will be no less than \$30.00 and no more than allowed by applicable laws.

LATE PICK UP CHARGES - A late pick up fee will be charged after the closing hours of the Preschool at 100 pm. The fee is 10.00 per minute. Please notify the Director in advance if you will be late. Law Enforcement must be called for any student in attendance 1 hour after their designated pick up time if we are unable to make contact with the Guardian, Sponsor or Emergency Contact Person. SCHOOL HOLIDAYS - Tuition fees are not adjusted or prorated when the school is closed for Holidays. The Director will provide a list of School Holidays at the beginning of each school year. School Calendars and Holiday are subject to change during the school year. STUDENT ABSENCES - Please provide written notification to the Director when your child will be absent from school. No adjustments or proration of fuition will be made for absences except for vacations as listed below.

**VACATION REQUEST** - Families may request a up two weeks of vacation credit by submitting a vacation request. Vacation credits can not be used to offset past due balances or for partial week attendance.

#### PRESCHOOL POLICIES

SPECIAL INSTRUCTIONS - Any special instructions should be given in writing to the Director.

RELEASE OF CHILDREN - Children will be released only to those persons whose names are listed on the Enrollment Form. All Emergency Contacts must present a valid DRIVER'S LICENSE or PICTURE I.D. Prior written authorization from the Parent/Guardian will be required for others not listed on the Enrollment Form to pick up your child.

EMERGENCY CONTACT – A Local Emergency Contact Person must be provided on the Enrollment Forms. A physical address and telephone number are required for each Emergency Contact.

**CONFIDENTIALITY** - All personal information regarding a student will be confidential. Information will be distributed to outside agencies with written authorized of the Parent/Guardian or as required by law, St. Clement's Academy student forms are the property of St. Clement's Academy.

**CHILD ACCIDENT INSURANCE** - St. Clement's Episcopal Church carries a student insurance policy on each student. This policy is secondary to the parent/quardian's insurance. It is the parent's responsibility to cover any deductible charges.

DRESS CODE - Children should wear washable, comfortable clothing. For safety, a rubber-soled shoe with covered toes must be worn (NO SANDALS) to school. All belongings must be labeled with your child's name. No jewelry or pretend props should be worn to school.

DAILY REGISTRATION - Parent's are required to sign in and out daily. Direct contact with the Teacher is required when dropping off or picking up your child.

CHILD ILLNESS - Parents will be notified if their child becomes ill at the school, Parents are required to pick up their child in a timely manor after notification. Children with communicable illnesses are not permitted to return to school until they are free of all symptoms. A Doctor's note may be required before a child may return to school. Emergency procedures will be followed in the event of a serious accident.

SPECIAL DIETARY NEEDS - A Doctor's form will be required to document any special dietary needs before food may be brought that do not meet USDA recommendations.

PRESCRIPTION MEDICATIONS - Prescription medication may be administered at the school with written permission of the parent. Such medication must be in its original container, with the child's name, exact dosage and prescription date. OVER-THE-COUNTER medicines will NOT be administered at school.

AGES AND STAGES QUESTIONNAIRE – This screening tool is administer every six months to assess your child's growth and development. The results of these screenings will be made available for your review at anytime, however the results remain the property of St. Clement's Academy, Initial here

If you DO NOT wish to have your child screened.

**DISCIPLINE POLICY -** St. Clement's Academy follows the "CHILD DAY CARE STANDARDS" of the Florida Administration Code - Chapter 1 OM-12,013 on Child Discipline, and uses a positive discipline approach to behavioral issues.

DCF FORMS - Section 1 OM-12.008 of the Florida Administration Code requires that parents must receive or read a copy of the Child Care Facility Brochure (CF/PI#175-24), "KNOW YOUR CHILD'S DAY CARE CENTER," Also, the parents must return the acknowledgment form after reading CF/PI 175-70, "INFLUENZA VIRUS BROCHURE."

I (We) have received in writing and read the "ENROLLMENT AND TUITION FEES", the "PAYMENT AND PRESCHOOL POLICY", "CHILD CARE FACILITY BROCHURE" and "INFLUENZA VIRUS BROCHURE" as outlined above, and do hereby abide by this "AGREEMENT."						
Signature of Sponsor	Date	Signature of Co-Sponsor	Date			



# RELEASE FOR EMERGENCY CARE

I hereby give my consent to any emerger	ncy facility and	d physician to administer necessary treatment to:
	(Nam	ne of Child)
Primary Care Physician's Name		Telephone Number
Allergies:		
Date of Last DPT or Tetanus:		_
Insurance Company covering child:		Policy Number:
Address:	City	State Zip
Telephone Number:		
In the event of an emergency at ambulance.	which time I ca	cannot be reached, I give consent to transport by
Signature of Parent/Guardian/Sponsor		Date
Driver's License- State#_		D.O.B.
Race Sex Height	Hair	Eyes
Signature of Parent/Guardian/Co-Sponse		
Driver's License- State#		D.O,B.
Race Sex Height		
STATE OF		COUNTY OF
	day of	, 20, before me came
		_ to me known to be the individual described in and who
executed the foregoing instrument and a	cknowledged	that (s)he executed the same.
	, <del>-</del>	Notary Public



# **NUTRITION AGREEMENT**

AS YOUNG CHILDREN GROW THE FOOD THEY EAT IS THE MATERIAL THEIR BODIES USE TO DEVELOP PHYSICALLY AND COGNITIVELY. THE FOOD A CHILD EATS AFFECTS HIS OR HER GROWTH, ENERGY, ATTITUDES, INTELLIGENCE AND GENERAL HEALTH.

NAME OF CHILD	DOB
PARENTS ARE RESPONSIBLE FOR PACKING A LUREFRIDGERATION IS NOT PROVIDED. PLEASE PLUNCHBOX TO PRESERVE PERISHABLE ITEMS.	JNCH FOR THEIR CHILD EACH SCHOOL DAY. ACK APPROPRIATE COOLING ITEMS IN THE
STARCH AND PROTEIN TO MEET MY CHILD'S NU	OF THE FOLLOWING FOOD ITEMS: <i>FRUIT, VEGETABLE,</i> TRITIONAL REQUIREMENTS. FOODS LOW IN SUGAR AND PRESERVATIVES ARE RECOMMENDED FOR ALL ED AT SCHOOL.
INDICATE ANY FOOD ALLERGIES OR SPECIAL DIE	ETARY ISSUES AFFECTING YOUR CHILD:
FOOD:	REACTION:
	REACTION:
	REACTION:
SPECIAL DIETARY ISSUES:	
I UNDERSTAND THAT IT IS MY RESPONSIBILITY T REQUIRED FOOD GROUPS FOR MY CHILD'S MEA	O PROVIDE A HEALTHY PACKED LUNCH WITH THE IL EACH SCHOOL DAY.
Signature of Sponsor	Date
Signature of School Director	Date



The Behavioral Code of Conduct applies to all children and adults on the premise of our School.

#### -Children-

Children are required to comply with the following behavioral guidelines while on the School property. (All guidelines will be applied based upon age appropriate social and emotional guidelines for the individual child involved.)

- · Children will be respectful of all teachers, management personnel, other children and adults.
- Children will not intentionally destroy or damage school property or property of the other children and adults.
- Children will use appropriate language. Vulgar or threatening language will not be tolerated.
- Children will not touch other children or adults inappropriately.
- Children will participate in classroom activities and follow the daily routine.

The goal of the children's Behavioral Code of Conduct is to establish a minimum level of acceptable behavior from the children in the school. If a child is unable to meet this minimum level of acceptable behavior following procedure will be followed:

- 1. Parents will be notified by telephone, incident form or conference.
- 2. The Parents and School will devise a behavior modification plan to stop the inappropriate behavior and encourage appropriate behavior.
- 3. A prescribed period of time will set to implement this plan and for the child to stop the behavior.
- 4. If the behavior does not stop in the prescribed time limit, the child will be expelled from the school.

#### -Adults-

Parents, family members or other adults authorized to be on school premise are required to comply with the following behavioral guidelines while on the School property.

- Adults will be respectful of all teachers, management personnel, other children and adults.
- Adults will use appropriate language. Vulgar or threatening language will not be tolerated.
- Adults will not touch children or adults inappropriately. Corporal punishment is expressly prohibited while on school property.
- Adults will not damage or destroy school property.
- Adults will comply with all safety procedures which is not limited to keeping all school doors closed, checking that door locks latch upon exiting from building, no parking in the fire lane in front of the building and traveling through the school's parking lot slowly while watching for children and other adults.
- Adults will refrain from discussing specific information about other children or families at anytime, whether on or off of school property.
- Adults will bring all comments, concerns or issues to the School Director immediately.

If an Adult does not comply with this minimum level of acceptable behavior they will be denied access to the school and its property. Further consequences for non-compliance with these guidelines may include but are not limited to expulsion, criminal charges, and legal action.

I have read, understand and agree to comply v	vith Behavioral Cod	le of Conduct as it applies to myself and my child(rer	١),
[Name of Child(ren)]			
Signature of Parent/Guardian/Sponsor	Date	Signature of Parent/Guardian/Co-Sponsor	Date