

# Gracie's Place Preschool Admission Agreement

## Hours of Operation

9:00 AM to 3:00 PM  
Monday - Friday

Children can attend up to 4 hours per day for a max. of 12 hours per week.  
We accept children 2 years to 5 years old.

## Tuition/Fees/Payments

Once a reservation/class has been confirmed payment is due at time of service for the entire time specified. Any unused time is *non-refundable*. In order NOT to be responsible for the reserved time, classes MUST be cancelled via email or voice message BEFORE 8:00 am, the day of requested class. No exceptions.

Monthly Tuition is due the first week of each month. Monthly Tuition is based on the number of days/hours that your child attends. Missed classes can be made up within the calendar month, space permitting. In order to be eligible for make up classes, classes must be cancelled by 8:00 am. There will be a late payment fee of \$20.00 if tuition is not received at the end of each week.

We accept payments in the form of cash or check only.

Gracie's Place reserves the right to increase fees/tuition. A 30 day notice will be provided in advance.

**Registration Fee** - There will be a one time non refundable registration fee of \$100.00 (per child) due at the time of your child's first visit.

**Material/Art Supply Fee** - a yearly \$75 supply fee from September to June is due at time of registration. Supply fee will be prorated from the month of registration.

**Returned Check Fee** - In case your check has been returned to Gracie's Place for non-payment, there will be a returned check fee of \$30.00 per check. If there are repeated instances of returned checks, you may be required to pay with cash only.

**Late Pick-Up Fee** - There will be a late pick up fee of \$10.00 per child if your child is not picked up after closing hours plus any extra time used. Late fee is per child, siblings will be charge individually. Please remember that this is not meant as a "punishment" rather a reminder that it is hard for any child to be the very last one to be picked up. If you are more than one hour late and Gracie's Place has been unable to contact anyone listed on your child's emergency contact form, the law requires that we contact Social Services who will pick up your child for safekeeping.

## State Licensing Requirements

It is the right of the state licensing agency, as well as Child Protective Services, Social Services, or Children and Family Services to perform their duties as follows:

- Privately interview children and/or staff without prior notice or parental consent.
- Inspect, audit, and copy child and staff records without prior notice or parental consent.

- Observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child.

**Grounds For Termination**

Threats And Threatening Behavior

We have a responsibility to provide a safe environment for our employees, the children we serve, and other adults. Therefore, we have a zero tolerance policy regarding threats or threatening behavior in our schools, whether the threat comes from a child or an adult, and regardless of who is the target of the threat. This includes, but is not limited to, threats to do physical harm to someone or threats to retaliate in any way. This type of behavior will result in immediate termination from our program.

In addition, child’s enrollment may be discontinued as a result of the following circumstances.

- Abuse of other children, staff, or property by child or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- Continued violation of policies by child or parent/guardian.
- Non-payment of tuition.
- Gracie’s Place was not able to meet the child’s needs or the parent/guardian’s expectation.

Gracie’s Place will make every effort to ensure that the situation is corrected including (i.e. redirecting behaviors, working with the parent/guardian to correct the situation, or other intervention) before making the final decision.

I have received a copy of Gracie’s Place Preschool Admission Agreement and I agree to comply with all the preschool’s operating policies and procedures as described.

This agreement will be terminated by Gracie’s Place Preschool with one week notice for the following reasons:

- The parent/guardian has not cooperated with the preschool regarding the child’s discipline or behavioral needs.
- The child does not respond to the program’s discipline policy and continues to be disruptive or overly aggressive with the other children.
- The parent/guardian has not paid the agreed upon fees or has been late paying the fee more than twice in a six month period.

I/we enter into this agreement with Gracie’s Place Preschool and will honor the conditions and provisions stated here in:

Child’s name: \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_