

Policy Statement: The Preschool of the Arts ("PSA") is a non-profit organization whose financial viability is dependent upon tuition fees. The school tries to balance the need for financial stability and the goal of keeping tuition rates affordable.

- \_\_\_\_\_ Initial 1. Time of Payment. I understand that tuition is due in advance and required to be in the office by the first school day each month. Receipts will be given upon payment of tuition. Tuition received after the 10<sup>th</sup> of the month will be subject to a late charge of \$50 per month. I understand that if my child is attending Preschool of the Arts, and I fail to pay monthly tuition by the last day of the month, I will forfeit my child's enrollment at Preschool of the Arts, effective the first of the month immediately following the month in which tuition was not paid.
2. Unconditional Tuition Obligation. I understand that by entering into this Registration Agreement with PSA, I agree that PSA will receive tuition payments as set forth in this Agreement, regardless of external financial arrangements, situations, or obligations that I, or other payers who are also responsible for all or a portion of my child's tuition, may have.
3. Non-Refundable Registration Fee. I understand a \$125 registration fee is required at the time of registration and is *not* refundable for any reason.
4. Activity Fees. I understand a \$50 activity fee for toddlers and \$75 activity fee for twos, threes and fours is required and will be due in the first month of my child's attendance, typically in September. A \$25 activity fee will apply for summer-only enrollments.
- \_\_\_\_\_ Initial 5. Tuition Deposit. I understand that I will pay a deposit of one month's tuition ("Tuition Deposit") at the time I enroll a new child at PSA. The Tuition Deposit is due at the time of registration and ensures a place at PSA for the 2012-13 school year for my child. The Tuition Deposit is refundable if I withdraw my child prior to March 31, 2012. **After March 31, 2012, the Tuition Deposit is not refundable for any reason.** The Tuition Deposit is applied to the last month of my child's attendance. I also understand that if I disenroll my child prior to the end of my contract, I am responsible for monthly tuition until my child's spot is filled by another student.
6. Application of Tuition Deposit. The Tuition Deposit will be applied to the last month of the child's enrollment if the terms of the contract are fulfilled. For continuing families, the tuition deposit will be held over to the next school year. If a continuing family's enrollment is withdrawn for the 2012-13 school year prior to March 31, 2012, the full Tuition Deposit will be applied to the ending contract month of the 2011-12 school year.
7. Enrollment Periods. PSA offers a 9 month and 12 month (9+Summer program). A 9 month contract begins in September and ends in May, and the 12 month contract begins in September and includes the following June, July and August. Only a limited number of the school contracts will be for 9 months. To obtain a 9 month contract, a premium tuition rate must be paid monthly.
- \_\_\_\_\_ Initial 8. Mid-Year Change in Enrollment. I understand that if I sign a 12 month (9 +Summer program) contract and want to reduce it to a 9 month contract after December 1, 2012, I must make a written request to the PSA Director for review. If a spot is not available and is not granted, I am liable for the timely payment of full tuition (see paragraph #1 above) for all remaining months required under the 12 month contract, whether or not my child attends all 12 months. Failure to make timely payment of any one or all months of the summer will eliminate my child's position for continuation in the fall, regardless of registration, activity fees or tuition deposits paid.
- \_\_\_\_\_ Initial 9. Summer Enrollment. **I understand that if my child is enrolled for the summer (June, July, and August) that I am liable for the timely payment of full tuition for all three months whether or not my child attends all three months. No exceptions.**
10. Notice of Disenrollment. With the exception of summer enrollment as stated in Section 9, one month's written notice is required in the event my child is to be withdrawn from PSA. I understand that my Tuition Deposit will not be applied to my last month's tuition if I fail to give one month's notice, regardless of the date my child is withdrawn; my final monthly payment will not be prorated.
- \_\_\_\_\_ Initial 11. MMSD Program. I understand that PSA may participate in the Madison Metropolitan School District's 4K Program ("MMSD Program") during 2012-2013. If my child enrolls in the MMSD Program at PSA, I understand that I will remain bound by the terms of this agreement and that PSA may require me to sign another agreement specific to the MMSD Program. I understand that I remain bound by the terms of this agreement if I withdraw my child from PSA to participate in the MMSD Program at another location.
12. Sick Child. I understand that a child who is ill, as defined under the center's ill child policy, should not be brought to the center (see "Sick Child Policy" in The PSA Parent Handbook). PSA is not licensed to provide sick childcare. If my child becomes ill or injured while at the center, the center staff will try to contact me at the number I have provided. Once contacted, I understand it is my responsibility to pick up my child within one hour. If I cannot be reached in a situation where staff feel immediate treatment is necessary, I agree that staff will contact 911 for instructions and follow them. Staff will also leave messages at my home, office or emergency contacts about the emergency. If necessary, 911 will transport my child to a nearby or designated medical facility.

13. Notification of Absences. I understand that if my child remains home for any reason, that I will notify the school in the morning by 9:00, either by calling 233-6752 or sending an email to absences@preschoolofhearts.com.
14. No Tuition Reductions for Absences. I understand that my tuition payment will not be reduced for days my child is absent due to illness or other personal reasons. I understand I must pay tuition when the center is closed for preparation for the season or for holidays or due to unforeseen circumstances or an act of nature.
15. Mandatory State Forms. I understand that I must, according to state law, provide the center with the following completed forms prior to the first day of my child's attendance: a Child Health Report, a Child Care Enrollment form, a Health History and Emergency Plan form, an immunization form, a PSA Permission form, a PSA Additional Enrollment Information form, and a signed 2012-2013 contract. I understand that continuing students must update the PSA Permission form and sign a new contract by the first day of the school year for each year of attendance. I understand that my child's immunization form must be updated every six months for children 18-24 months and every two years for children two through five years. I understand that I am also obligated by law to submit an updated immunization record each time my child is administered a new or updated immunization. I understand that it is imperative that reasons be stated if my doctor or I choose not to administer immunizations. In addition to providing the center with an up-to-date physical exam form (Child Health Report), I understand that my child must be examined every six months for children 18-24 months and every two years for children 2 through 5 years and an updated form must be given to the center. **Failure to complete and return the above forms may result in the suspension of my child's enrollment at the center until the forms are completed and given to PSA. In such an event, I understand that I am still required to pay full tuition.**
- \_\_\_\_\_ **Initial** 16. Music and Art. I understand that music and art sessions are based on a schedule that is established at the end of August for the upcoming school year. If my child attends less than 5 days per week, they may miss these activities. I understand I am welcome to bring my child to the scheduled music sessions as long as I remain on the school's premises.
- \_\_\_\_\_ **Initial** 17. Medications. I understand that the designated PSA staff member must give all medications. The school cannot give any medicine, prescription or otherwise, *without the medication in the original prescription bottle.* **NO CHILD MAY MEDICATE HIM OR HERSELF, SO PLEASE DO NOT PUT MEDICINE IN LUNCHBOXES!**
18. Report of Injuries. I understand that state law makes all employees of childcare centers and schools mandated reporters of child abuse including any unusual or unexplained physical injuries to the child.
19. Clothing and Diapers. I understand that I am responsible for labeling all of my child's clothing and possessions that are brought to the center. Children are asked to place coats, scarves, mittens, and extra changes of clothing in cubbies. Parents must furnish diapers for children requiring them.
20. Toys. I understand that the school discourages children from bringing toys from home since it is very difficult to keep track of small treasures in the classroom. Children may be invited to bring objects for a sharing time, and the teacher will advise parents about this.
21. Release of Child to Third-Party. I understand that if someone other than a parent is picking up my child, that person must be listed on the enrollment form and a photograph of that person must be in my child's file, or a photo ID must be presented at pick up. Changes may be made to the list by parents at any time. The designated person should check in at the office before proceeding to the classroom. The person must present a picture identification card so the child can be released to the person.
- \_\_\_\_\_ **Initial** 22. Scheduled Pick-Up. I understand that all children must be picked up at the scheduled time. A penalty fee of \$25 will be assessed beginning 5 minutes after the scheduled pick up time for each increment of 15 minutes after the scheduled pick up time. The extra charge(s) will be billed to me on my tuition bill.
23. No Competing Childcare. I understand and agree not to hire any current PSA employee or any former PSA employee within 30 days after their employment with PSA ends, or to provide child care on a full-time or part-time basis during hours that PSA is open.
24. The PSA Parent Handbook. I understand that in addition to the terms of this agreement, I am also bound by the provisions of The PSA Parent Handbook, as it may periodically be updated, available on PSA's website at www.preschoolofhearts.com. I agree to read The PSA Parent Handbook prior enrolling my children at PSA.
25. Consequences. I understand that violating this agreement may result in consequences including loss of tuition deposit and disenrollment of my child(ren) from PSA.

I have read the registration agreement and agree to these contract terms. By signing below, I am giving permission for my child to participate in the programs of the center, and I am agreeing to pay the tuition fees listed according to the payment schedule for the year. I further understand that I will be required to sign a new contract if tuition fees change, or if any other terms of the contract are changed by the center. Finally, I understand that my child cannot attend PSA unless I sign and initial the contract below.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_