

Community Christian Preschool & Childcare Center

Family Responsibility Agreement Form

STUDENT NAME: _____

PARENT HANDBOOK

I have received a Parent handbook for the period of September 2017 – August 2018. I have read the contents and agree to support the policies and procedures therein.

STANDARDS OF CONDUCT

I appreciate and uphold the standards of the preschool which do not tolerate profanity, obscenity, in word, action or appearance, dishonor to God, or the Word of God, or disrespect to the personnel of the preschool. I understand that the preschool reserves the right to dismiss any child who fails to comply with the established regulations and discipline, or whose parent is not in support of the philosophy of the school or of the discipline philosophy.

POLICIES AND PROCEDURES

I hereby agree to support all policies and procedures of the school even those I do not necessarily agree with. I authorize this school to employ discipline and guidance, as it deems wise and expedient for the training of my child, within the philosophy of this school and the laws established by the Washington Administrative Codes.

SIGN-IN/OUT SHEETS

I understand that I must sign my child in & out EVERY DAY using the KidReports program. This is a legal process that the state requires the preschool to keep records on file. I understand that this process also ensures documentation of my child's presence for emergency purposes. If I continually fail to sign my child in/out, I understand that I will need to meet with the administrator to discuss the situation.

FINANCIAL RESPONSIBILITY

I/We hereby pledge to pay all financial obligations to the preschool on or before the first of each month. I/We understand that:

- Registration fees are non-refundable
- All payments are due and payable on the 1st of the month*. If payment is received after the 5th, a \$25 late fee will be added.
- There is a \$35 fee for returned checks.
- Payments can be dropped in the safe at the preschool, or taken over to the Financial Administrator's office at the main CCA campus, or paid online.
- My child may be withdrawn on the first of the month if the previous month's financial obligations have not been met/arrangements made
- Field trip fees **MUST** be paid in **CASH** to my child's teacher, and a signed permission slip turned in no later than the requested date. If this is not done, my child will not be able to attend the trip and I will need to arrange alternate care for that day with no tuition credit.
- If I wish, I may earn discounts by participating in the Family Stewardship Program. I understand that I am responsible for coordinating with the Director. I am responsible for documenting my participation in accordance with the program. If I choose to participate, I will sign the contract and return it to the Director.
- LATE PICK UP FEE--- I realize that I must be here no later than 5:55 p.m. This allows time to get my child and sign out by 6:00 p.m. When I do not pick up my child by closing (6pm), a late fee will be incurred as detailed in the parent handbook and posted on the parent board in the lobby.

*You will not receive a monthly bill unless we have not received your payment by the 5th of each month, at which time late fees will be assessed

NOTICE OF WITHDRAWAL/CHANGE OF SCHEDULE

I agree to give the Director a Change of Schedule Form or Withdrawal Notice Form two-weeks in advance of the schedule change, or of my child's last day of attendance. This includes the last day of the school year, the last day of the summer program, and graduation from the school. Any withdrawals, or schedule changes with less than two-week notice, may result in my being charged for the full two-week period even if my child is not in attendance. Withdrawals or changes in schedule that initiate with a date other than the first or last day of the month will be charged the daily rate for each day added.

I realize that changes in schedule resulting in my child attending less than the full calendar month will initiate a pro-rating schedule.

SECURITY

I realize that Community Christian Preschool & Daycare has a security system in place for the protection of my child and parent cooperation is essential to its correct implementation. I agree to follow the security plan as described in the enrollment packet. I agree to obtain a security card and use it daily to gain access to the preschool building. I understand that I am entitled to 2 free cards for my family. *I agree to purchase an additional card (\$10) for anyone regularly (2x a week or more) picking up my child.* If I break or lose the card I will need find it or order a new one.

PARTICIPATION

I hereby give my consent for my child to take part in all school activities including pre-planned, school-sponsored trips away from the school premises. I absolve Community Christian Preschool & Daycare and its agents from liability to me, or my child at school or during any school related activity (except in the case of bona fied negligence on the part of Community Christian Preschool & Daycare). I understand that the authorized personnel and pre-approved volunteers supervise the trips and safety measures are observed. I agree to provide an appropriate car seat for my child labeled with my child's name or my child may be excluded and other arrangements for care made for that day. CCA Preschool will inform me before a school sponsored trip is taken. However, in the event I fail to return a permission slip, CCA may at its discretion allow my child to attend based on this authorization.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

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