

## Christian Pre-K Prep Parent Agreement

Christian Pre-K Prep agrees to provide education/care for your child, \_\_\_\_\_. We will provide education/care for your child in a loving, clean and safe environment that is interesting and varied. Your child will receive activities including field trips, scheduled play, free choice, reading, math, science, music and outdoor play in an enriched Christian environment.

We will also guide your child in their development of social and emotional skills. We help your child to learn and thrive by having a consistent schedule that includes fun activities. Alphabetic weekly themes will be used for teaching your child. We provide lots of hugs and caring, as well as individual attention while in our program.

Each child will be assigned a hook in the hallway. They will keep their belongings (jacket, backpack, outdoor shoes, etc.) in their assigned area. Before entering the classroom, they will change into their indoor shoes. Indoor shoes will be kept at school. Wearing indoor shoes at school allows the children to have a clean play area. Also, please bring an extra set of seasonally appropriate clothes (underwear, socks, top and bottoms) to be kept at school.

If your child becomes ill, we will notify you immediately. We will then discuss what action needs to be taken (for example, is the child well enough to stay until the scheduled pick up time or do they need to go home). We will notify you of all injuries immediately, if serious; otherwise we will inform you on your arrival at the day's end.

Transportation for field trips will be done by each child's parent(s) or carpooling.

Christian Pre-K Prep's hours of operation, including extension, are from 8:00AM to 4:00 PM Monday- Friday. Our regular school hours are 9 AM to 3 PM. Monthly tuition is not adjusted for student absences. Tuition is due on the first of the month before education/care is provided. If tuition is not paid before the 15<sup>th</sup> of the month, a late fee of \$50 will be charged to your account. If your account is not paid in full by the last day of the month your child will not be able to attend class.

If your child eats lunch at Christian Pre-K Prep, we will provide a healthy lunch. We will also provide 1 healthy snack (half day) or 2 healthy snacks (full day).

Christian Pre-K Prep follows the Arlington Heights School District 25 calendar. This includes snow days. Tuition is NOT expected to be paid for planned school holidays. The first day of school is the first Tuesday after Labor Day.

Parent(s) will pay fifteen (\$15) per every ten minutes we are late in picking up our child past the closing time of Christian Pre-K Prep in accordance to Department of Children and Family Service. If the person picking up your child is late, a late fee will be charged and the parents will be asked to sign the discharge procedures form. If the parent and/or emergency contacts are not reached within 60 minutes after scheduled pick up, the Arlington Height Police Department will be called. Late fees and discharge procedures are required by DCFS.

The parent(s) will return the completed DCFS forms (below) prior to our child starting education/care at Christian Pre-K Prep. CPP is required by the Department of Children and Family Services to keep them on file. Required documents are CFS 593- Consent to Day Care Providers, CFS 428 - Application of Record, CFS 600 - Health Form , Summary of Licensing Standards, Getting to Know You, and Copy of Birth Certificate

**To be completed by the parent(s)**

My child will attend as follows (circle the program and days of attendance):

AM Program (9 am to 12:30 pm)	Mon	Tu	Wed	Th	Fri
Full Day Program (9 am to 3 pm)	Mon	Tu	Wed	Th	Fri
AM Extension	Mon	Tu	Wed	Th	Fri
PM Extension	Mon	Tu	Wed	Th	Fri

My child's first day of school/care will be on \_\_\_\_\_.

**Below will be completed by Christian Pre-K Prep:**

Based on the schedule above, tuition is \$\_\_\_\_\_ per week.

Tuition will remain the same for the school year.

A \$120 non-refundable deposit is to be paid at the time of signing this agreement. This fee holds your child's spot in our program and pays for field trips.

Tuition is due on the first of the month before education/care is provided.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Christian Pre-K Prep

\_\_\_\_\_  
Date