



Enrollment Agreement

THIS AGREEMENT is made between Little Neighbours Preschool (the "Preschool") and each Parent/Guardian enrolling in the Preschool.

1. Enrollment

- a. Enrollment in the school shall be available to children aged 3, 4, or 5 by December 31st of the year of enrollment, and shall be initially on a six-week trial basis.
- b. Teachers ("Supervisors") and Teacher Assistants will not be expected to change diapers. Special provisions must be made by parents for children who are not yet toilet trained.
- c. The school year shall be from September to June inclusive.
- d. The morning classes run from 9:15am to 11:30am. The afternoon classes run from 12:45pm to 3:00pm.
- e. The school shall be closed:
 - i. During all public holidays
 - ii. In the event the Supervisor is ill, unless a suitable replacement is obtained
 - iii. In an emergency or under unusual circumstances at the discretion of the Board of Directors.
 - iv. The supervisor(s) will be absent the last Friday of every month. The Council of Parent Participation Preschools of BC recommends that the Supervisor(s) attend a monthly Teacher's Workshop. Therefore, the preschool is closed the last Friday of every month.
- f. At any time during the school year, the Board of Directors, upon the recommendation of the Supervisor, may require that a child be withdrawn from the school.
- g. If a family wishes to withdraw from the school, one month's notice in writing must be given to the Enrollment Officer, or payment of one month's fees in lieu of notice. If this withdrawal is after February 28th, June fees will also be forfeited.

2. Fees

- a. Tuition fees shall be payable monthly by post-dated cheques. These are to be given to the Enrollment Officer at the Orientation Meeting in September.
- b. Parents who are more than one month past due in payment of tuition will be asked to remove their child from the preschool. NSF cheques are subject to a minimum \$10.00 charge and must be replaced with cash or a bank draft. Future fees may also be required in cash or bank draft.
- c. June fees are to be paid in September.
- d. At the Orientation Meeting, you must provide the Enrollment Officer with one cheque covering September and June fees, and one cheque post-dated for the first of each month, commencing October through to May.
- e. No reduction of fees shall be made for absences, and tuition fees shall not be refundable except in exceptional circumstances.
- f. Fees are averaged over 10 months attendance, therefore no reduction in fees shall be made for public holidays, or for days on which the school is closed due to illness or other unusual circumstances.

3. Parent Responsibilities

- a. Parents must attend all parent education and special meetings of the Society, and participate in the orientation program, fundraising campaigns, and assist in the preschool on assigned duty days.
- b. The persons doing duty days will complete 10 hours of orientation before doing an actual duty day. This is achieved by attending the orientation meeting, observations, and mock duty days. If the person doing duty days is not the child's legal parent or guardian, a criminal record check must be performed and submitted to

the Enrollment Officer or Supervisor.

- c. On duty days, parents must arrive 15 minutes before school starts and stay until all children are picked up. They will not bring siblings or other children to school on duty days. If the parent cannot be present, they are responsible for trading or making other arrangements with another parent.
- d. All parents are expected to make themselves available to serve on committees whenever possible and to assist in the overall operation of the school.
- e. Parents will make their own arrangements for the transportation of their child to and from school. Children must be delivered to the classroom after their coats, boots, etc. have been left in the cubby. Children are not to be dropped off at the school doors. The Supervisor must be advised of any deviations to the daily transportation arrangements.
- f. Children should not be sent to school if there is any question of illness. Please call the school to inform the teacher of absence. Parents should notify the Supervisor immediately in the event of a communicable disease.
- g. Parents should inform the Supervisor of any event or change of routine at home which may affect the child's behaviour.
- h. Any questions about the child's progress or the program of the school should be directed to the Supervisor; questions and suggestions about administration of the school should be directed to the Board of Directors, in writing, through the chairperson or presented to the General Meeting.
- i. On occasion children will be asked to participate outside. Each parent shall ensure that their child has appropriate clothing, etc. for these occasions: i.e., runners or rubber-soled outdoor shoes appropriate for playing on the playground equipment; bicycle helmet to wear while riding around on the bike path; boots, mitts, hats, jacket and preferably snow pants to play in the snow.
- j. Parents acknowledge that in the Preschool, the Supervisor has the overall responsibility for the program, teaching methods, discipline, and health and safety measures.
- k. Parents hereby authorize the Supervisor to call a person listed on the child's registration form as an authorized adult to pick up their child if the child appears ill and the parents cannot be reached. In the case of an emergency, the Supervisor will call the child's family doctor, or if he/she is not available, another qualified physician.
- l. For each field trip, parents must drive their own child to the location or make arrangements to have another parent drive their child. Please indicate who will be driving your child on the sign-up sheet posted at the school.
- m. In case of an injury to my child while in the care of the Preschool, I hereby waive all claims against the school in excess of public liability insurance carried by the Preschool.

The parties have read this Agreement and hereby understand and agree to it:

SIGNED BY:

SIGNED ON BEHALF OF
LITTLE NEIGHBOURS PRESCHOOL

Name:

Name:

Position: