

Our Lady of the Presentation
Early Childhood Center
Family Contract

As a member of the Diocese of Kansas City-St. Joseph, Our Lady of the Presentation Early Childhood Center is dedicated to providing a safe, Christian environment for your child as well as quality early care and education. Our staff's main goal is to work together with each family to make sure your child has a great start to their learning years.

The terms of the Family Contract are listed below. **Please read this document in its entirety.** Should the terms of this contract not be met, Our Lady of the Presentation Early Childhood Center may cancel or suspend enrollment.

Child's Name: _____ Date of Birth: _____

Parent/Primary Guardian: _____

Program: 12-24 2's 3-4's Pre-k (Circle One) Classroom: _____

1. A registration fee of \$70.00 is due annually by July 31st in order to complete enrollment. This fee is non-refundable. (new students would have already paid this fee at time of registration)

2. An activity fee will be assessed at the beginning of each fall session. The activity fee for ages 3-5 is \$65.00 and for age 2 is \$40.00. This fee is non-refundable. This fee will cover the cost of field trips, some of the extracurricular activities during the school year, and an annual per child fee for curriculum support. The activity fees do not extend through the summer session.

3. Tuition is billed weekly or monthly, depending on the program. Weekly tuition is due on Monday and monthly payments are due by the 1st of each month. Checks should be made payable to OLP ECC. Automatic withdraw from your bank account is also available. Credit cards are accepted on a limited basis. At the beginning of each fiscal year (July 1st), rates are reviewed and subject to change.

4. Families are responsible for paying tuition promptly on dates due. Weekly tuition will be considered late after Wednesday and monthly tuition is late after the 5th.

5. Failure to keep payments current will result in suspension of enrollment and possible cancellation. Please see the Family Handbook for further explanation.

6. Tuition is assessed regardless of whether or not your child is absent from school. Rates will not be pro-rated for Holidays, snow days, or professional development days.

7. A late fee will be assessed per child for each minute a child is at the center after 6:00 p.m. Please consult the Family Handbook for our late pick up policy.

8. OLP ECC will be closed 11 Holidays and 3 professional development days each year. These dates will be provided on the school calendar in the enrollment packet.

9. All of the following enrollment forms must be submitted at least 2 working days in advance of a child's attendance: Developmental/Family History, Emergency Contact, Family Involvement Commitment, copy of immunizations, and signed copy of Family Contract. The medical forms must be signed by a physician and returned to the center within thirty (30) days of the child's beginning enrollment date. A child may not attend until all forms are completed and returned. Fees are assessed based upon the original start date, whether or not the child begins on that date.
10. OLP ECC's hours are from 6:30 a.m. to 6:00 p.m. Children may stay a maximum of ten hours per day or 50 hours per week.
11. A thirty day written notice of withdrawal from OLP ECC must be submitted to the front office in order for tuition to be cancelled. Please consult the Family Handbook for our withdrawal policy.
12. If a child will be absent, the parent/guardian must call and inform OLP ECC of the reason for absence. OLP ECC should be notified by 9:00 a.m.
13. In order for children to participate in meals, the parent/guardian must arrive by the designated eating times. It is the parent/guardian's responsibility to ensure the child eats if arriving after these scheduled times.
14. If a child has symptoms as outlined in the Family Handbook, they will not be permitted to attend. The child may return to OLP ECC when free of these symptoms for a 24 hour period or when written notification from an unrelated physician states that the child is free of contagion and able to participate in all group activities. Please keep the school informed of child's condition until he/she returns. If the child is too ill to participate in all aspects of the program, then he/she is too ill to attend the center.
15. All medication must arrive at OLP ECC in its original container. All medication is to be labeled with the child's name. The Parent/Guardian must sign and give specific instructions on the "Medication Authorization" Form for medicine to be administered.
16. Refer to individual program lists for required supplies. All personal items must be clearly labeled with child's name. Families are responsible for replenishing supplies as needed and indicated by the child's teacher. Consult individual teachers regarding additional materials.
17. Families understand that field trips are an important part of OLP ECC's curriculum. Families will be informed of each trip as it approaches by posted notices. Children will be transported in a safe manner in approved vehicles.
18. Families understand and agree that walking field trips are sometimes a part of OLP ECC's curriculum, allowing the children the opportunity to participate in community experiences. Staff and volunteers may take walking trips on the campus. Ratio will be maintained at all times and the children will be guided in a safe manner.
19. Families understand that their phone numbers may be given to other OLP ECC families through a center directory in order to communicate upcoming events.
20. This child's actual hours of attendance will be from ____ a.m. to ____ p.m. Families will notify the school of any deviations from this schedule at least 1 full day prior to the change. Any change in schedule that will change the tuition rate must be given prior approval.
21. Will your child attend OLP ECC ____ year round ____ fall session only(mid Aug-May) Please be as accurate as possible; this will help us determine staffing and programs for the summer.

22. Tuition for your child(ren) is _____ per week/month. If you are receiving financial assistance from DFS or any other agency, all tuition not covered by these agencies will be billed to the family. If you have two or more children enrolled full-time there will be a 10% discount given to the oldest child's tuition rate. Hot lunches and afternoon snacks are included in the tuition.
23. Do you need a receipt with each payment? _____ Yes _____ No
 Will you require a year end statement? _____ Yes _____ No
24. Year-end statements will be printed once annually. Additional statements must be requested in writing one week in advance.
25. OLP ECC is a license exempt facility accredited by the National Association for the Education of Young Children. A copy of the Accreditation Guidelines is available for families to review at any time.

I have read the above policies and the Family Handbook, and have discussed any questions with the Director. I agree to abide by these policies. I also understand that from time to time the center's Director may implement or change policies as needed. I understand that I will be notified in writing of such changes.

 Parent/Guardian Signature/Date

 Director Signature/Date

 Parent/Guardian Signature/Date