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Franklin Community Preschool Parent/Guardian Contract

The following document is a list of conditions necessary for the smooth operation of the preschool program. Please read them carefully and understand them before signing in agreement.

1. I understand, as my child's parent or guardian, that my agreement to comply with all of the conditions in this contract is an essential term of my child's acceptance into Franklin Community Preschool.
2. I have received, read, and understood the Family Handbook. I am aware that I can ask any of the Franklin Preschool staff for clarification about information contained in the Family Handbook.
3. I understand that all fees are due on or before the first day of the month in the form of post-dated cheques. I understand that a \$20 NSF fee will be charged for returned cheques, and that bank drafts will be required instead of cheques after two NSF cheques. I understand that any failure to pay on time or failure to immediately make good any NSF cheque may result in suspension of my child's attendance at the preschool until the failure is remedied.
4. I understand the registration fee is non-refundable. If I choose to withdraw my child over the summer, I understand I will be required to notify the preschool via phone or email by July 31st to obtain a refund for the September course fee. Any withdrawals after July 31st will mean the September course fee is forfeited, but October to June's fees will be returned.
5. If I withdraw my child from the preschool, I will give one calendar month's notice in writing to the Supervisor, or pay one month's fees in lieu of notice. I understand that withdrawals after April 1st will require full payment of fees for May and June. If I wish to take my child out of the program for a holiday, I am required to pay the full amount while absent in order to reserve my child's space.
6. In the event of unforeseeable closure such as health and safety concerns, heavy snowfall or elementary school strike, Franklin Preschool Society maintains the right to close the preschool until notice of re-opening. I understand fees will not be returned for this period.
7. I understand that children are accepted into the preschool program based on his or her needs. If at the end of one month the child has not been able to make a comfortable transition into the program, a termination of services may be recommended.
8. I will give notice in writing to a preschool staff member if there is any change in arrangements for my child to be picked up from the preschool.

(Please turn page over)



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9. I will notify the preschool in writing if there is any change to my home phone number, address, work phone number, or emergency contact number.
10. I will keep the preschool staff informed of any event or change of routine at home which may affect my child's attitude or behaviour.
11. I will try to attend the parent meetings and to participate in activities such as fieldtrips that require parental assistance.
12. **I will commit to contributing \$100 or more in donation funds to the preschool (payment made at the beginning of registration). Funds raised will go towards the operation costs of the preschool to keep fees reasonable. Funds will also be used for the following purposes: field trips, program supplies, and maintenance.**
13. I understand that I must pick up my child on time when class ends. A fine starting at \$5 will be charged in the first 10 minutes of being late with an increase of \$10 for each additional 5 minutes.
14. . For parents who qualify for the BC child care subsidy:
 - I am required to have my child's subsidy approved prior to my child commencing at the preschool. If the subsidy is not yet approved, I can pay the full monthly fee amount and be reimbursed once the subsidy level is determined. I am aware that preschool staff are able to work with me and my family in order to make sure my subsidy application is submitted and processed in a timely manner.
 - I am aware that the BC child care subsidy does not apply to the days that the preschool is closed for school breaks (Winter Break, Spring Break) and am responsible for the full tuition fee for those days.

I fully understand and agree to adhere to the above conditions of this contract as set out by Franklin Community Preschool and Franklin Preschool Society.

Signature: _____

Staff Signature: _____

Relationship to Child: _____

Date: _____

Name of Child: _____

Class: (circle one) 3sAM 4sAM PM