



## **Pleasant View School**

[www.pleasantviewschool.com](http://www.pleasantviewschool.com)

### **POLICY AGREEMENT FOR PRE-KINDERGARTEN School Year 2010-2011**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Described here are Pleasant View School's Pre-K policies in some of the most common areas of concern to parents and staff members. Please read the following agreement and policy statement, discuss with us any particular concerns you may have and then sign the agreement and return to us.

#### **SCHEDULE**

Pre-K will operate on the same schedule as the full-time school. We will follow the same holidays as well. Pre-K will not operate during the summer, fall, winter & spring breaks. Please refer to *Parent-Student Handbook* for information.

#### **FEES**

The method of tuition payment per child based on "*TUITION FEES & POLICY*" must be established, no later than the **start of the School year in August**. At the time of enrollment, parents are also required to fill out a registration form per child (unless filled during pre-registration) and a **financial agreement** which covers the terms & conditions of their financial obligation towards the School. Once the financial agreement has been signed, **parents must fulfill their contract as agreed upon. Tuition payment in 10 monthly installments is only offered as a convenience for the parents. Parents are still responsible for the total amount (for the entire school year) for each child.**

Parents who withdraw their child from school anytime during the Fall semester (Aug - Dec), after the first two-weeks, are responsible for the full Fall semester tuition (i.e., 1/2 of the annual tuition) in addition to the full registration and activity fees. Similarly, parents who withdraw their child from school anytime during the Spring semester (Jan - May) are responsible for the full Spring semester tuition in addition to the full registration and activity fees. Tuition will be refunded only if the child is withdrawn during the first two-weeks after enrollment. Re-enrollment following a withdrawal from school, will entail an additional registration fee (equal to the late registration charge). Any time a child is withdrawn from school, his/her place may be filled by someone on the waiting list. In order for him/her to be re-enrolled, an opening will have to be available.

After-school care charges will be assessed when a child is left beyond the school's operating hours. These charges are payable immediately to the school.

Receipt for Pre-K tuition payment for Child and Dependent Care Credit with IRS will be issued upon request, **ONLY**. Parents should contact the school office to request the receipt if they qualify for the Child and Care Dependent Credit.

Children entering Pre-K class must be 4 years old on or before September 30<sup>th</sup> of the school year for which they are being enrolled.

#### **TRANSPORTATION**

Parents are expected to provide transportation to and from the school.

#### **CLOTHING**

Students in Pre-K are required to wear school uniform as outlined in *School Uniform Policy*. Children's outer garments should be clearly marked with your child's name. We also request that you bring two complete sets of extra clothing marked with your child's name.

#### **DISCIPLINE PROCEDURES**

Positive Reinforcement is the acceptable form of social behavior management, utilized by Pleasant View School. All staff shall know and adhere to this disciplinary policy as stated. Positive Reinforcement is an ongoing and integral part of our teaching process.

Behavioral expectations shall be based on the child's developmental level. Classroom rules shall be age appropriate, stated clearly and reinforced on a consistent basis, by the Positive Reinforcement as behavior management techniques. There shall be no physical punishment administered to the child.

## FOOD AND NUTRITION

Pleasant View School does not offer daily hot lunch. Therefore, parents should send a snack and lunch with the child. Food may also be brought for celebrations. This food is to be given to the teacher who can properly refrigerate or store it. Only food intended for celebrations will be shared by other children.

## VISITING AND CONFERENCES

We encourage you to visit the child's classroom, whenever possible, by setting up an appointment with the teacher. Please consult with the child's teacher should any problems arise concerning your child whether at home or at school. We seek your active involvement as parents in our educational program, particularly in following your child's progress. We strongly encourage you to participate in formal individual parent/teacher conferences. Even more important, we encourage you to take advantage of opportunities for daily contact with the teachers. We want your contribution of ideas to enable us to have an even higher quality program.

## MEDICAL

We must have a medical statement and current immunization report on your child. Documentation of all immunizations prior to your child's admission is required. Each child shall have a physical examination prior to admission or within one month after admission. According to State requirements and for the protection of all children, **your child must be kept home if he/she shows any of the following symptoms:**

- **A temperature of over 99 degrees (orally)**
- **Intestinal disturbance accompanied by diarrhea or vomiting**
- **Any undiagnosed rash**
- **Sore or discharging eyes or ears, profuse nasal discharge**
- **Pink eye**
- **Lice**

If he/she develops any signs of the above, we will isolate your child and you will be contacted to pick up your child immediately.

Pleasant View School staff will administer prescription or over the counter medication with written permission from Parent **AND** Physician. Please see the School Principal/Administrator for additional information on this policy.

We expect all children to participate in all outdoor activities unless you notify the teacher and/or bring a statement from your family doctor. Usually there will be some times spent outside each day, therefore, please anticipate weather conditions and dress your child accordingly.

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At Pleasant View School we practice a policy of open enrollment. Children are admitted to our program as space requirements permit without regard to race, religion, or national origin. Similarly, non-discriminatory practices are followed in our hiring of staff.

Pleasant View School strongly discourages its employees from providing any services that are not part of the overall program offered by the School. While we cannot prohibit our employees from engaging in such outside activities, we want you to understand that if such outside services are performed for you or on your behalf by a Pleasant View employee, Pleasant View School shall not be responsible for any acts or omissions of a Pleasant View employee while providing such services to you.

Let us assure you that we will do our best to provide your child with a safe physical environment and an atmosphere where he or she can feel both secure and free to grow at his or her own pace under our love and guidance. You can help us achieve these goals by giving us your comments, suggestions, and with your involvement. Thanks for entrusting your child to us.

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I have read the Policy Statement and agree with the conditions as stated.

I, the undersigned do hereby acknowledge that I will abide by the rules and regulations of Pleasant View School as stated in the *Parent-Student Handbook*. A copy of this handbook is available online at [www.pleasantviewschool.com](http://www.pleasantviewschool.com)

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(Print Parent or Legal Guardian Name)

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(Address, City, State, Zip)

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(Signature of Parent or Legal Guardian)

Date