

PRESCHOOL AND KINDER PREP

ACKNOWLEDGEMENT OF SCHOOL TERMS

To assure that families clearly understand the procedures and policies of Notre Dame Academy Preschool, we ask that all families read the policies and all school forms enclosed with the admission packet and to initial the following important items:

_____ A non-refundable Registration Fee is due upon enrollment.

_____ Parents are responsible for payment of fees on time. Tuition is due on the 1st of the month and delinquent on the 10th of the month. A late fee of \$ 35.00. will be assessed on the 15th of the month. A \$25.00 service charge will be assessed for any check returned for insufficient funds, stop payment, or closure of account.

_____ There is no reduction of fees for absences, vacations or early picks-up from school.

_____ (full signature, please) I understand that: I, or a responsible adult, will walk onto NDA school grounds with my child each day and sign in my child, and make certain a teacher knows my child is at school. Older siblings are not to bring or pick up children unless they are at least 18 years or age.

_____ (full signature, please) I, or a responsible designated adult, will walk onto NDA school grounds to pick up my child, sign out, and inform a teacher that we are leaving.

_____ Notre Dame Academy enforces a “no-nit” lice policy. Children will not be allowed to return to school until their hair is “nit free”.

_____ All preschool children need a complete change of clothing at the center at all times, with the child’s name on each item.

_____ Parents need to inform the Preschool of changes in address, phone number, employment number, emergency information or any changes in family situations.

_____ Parents are expected to pick up extended daycare children before closing time. Daycare closes at 5:30pm, except on Fridays and days with a 12pm dismissal. On those days, daycare closes at 5pm. There will be an overtime charge of \$10.00 for each minute or portion thereof after 5:30pm.

_____ No medication can be administered to a child without written consent and instructions from a doctor. Medication must be in the original pharmacy bottle. A “Permission to Administer Medication” form must be signed by the parent/s and returned to the Early Childhood Director.

_____ The director is to be notified in writing 30 DAYS IN ADVANCE before a child is to be withdrawn. Parents are required to pay those days regardless of when the child leaves the School/Center.

_____ If, after a reasonable period of time, it is found that a child is unable to adjust to the NDA Early Childhood Program center, the NDA Preschool Center reserves the right to request withdrawal of the child. This decision is left to the discretion of the NDA President and Early Childhood Director.

_____ **All preschoolers must have self-toileting skills.**

Signature of Parent or Guardian _____ Date _____