

## Wildwood Preschool

7426 SW 53rd Avenue Portland, OR 97219 503-246-1034 [www.wildwoodpreschool.net](http://www.wildwoodpreschool.net)

### Policies and Procedures

- Tuition is based on a 10-month school year August through May. There is no reduction of fees for absences, vacations or closures due to weather. Tuition is due the first of each month.
- Once the first tuition payment is made, your child is considered officially enrolled in the program. If your circumstances change, the Program Director is to be notified **one month in advance** before a child is to be withdrawn. Parents are required to pay for the month, regardless of when the child leaves Wildwood Preschool.
- No refunds on tuition will be given.**
- A \$25 late fee will be applied for tuition that is 5 days past the due date.
- I will sign in/sign out my child every day, providing the child's name, the date and my signature.
- I give my consent for my child to take nature walks in the vicinity.
- I will keep my child home with the following: rash, fever, diarrhea, or vomiting within previous 24-hour period.
- I will keep a complete change of clothing (In a large ziplock bag) and a labeled water bottle to be kept in my child's school bag at all times.
- I will inform Wildwood Preschool of changes in addresses, phone numbers, employment, emergency information, or any changes in family situation.
- I am expected to pick-up my child before closing time, which is 12:00 p.m. or 12:50 p.m. if your child is staying for lunch bunch. There will be an overtime charge of \$15 for each 15 minutes or portion thereof after close of the class.
- Parents must be available by phone or provide an alternate person (persons name and number) at all times while their child is at preschool. **If a child becomes ill or is having on-going behavioral issues, we reserve the right call you to pick them up.**
- No medication will be administered to a child without written consent and instructions from the doctor.
- Wildwood Preschool reserves the right to request that a child no longer be a part of the program at any time, for any reason. **No refunds will be given.** This decision is left to the discretion of the Director.

Signature & Date: \_\_\_\_\_