**Fee Agreement & Policies**  Revised 05/01/2018

**Absences**

In the event your child is absent from school, you must call the school with the reason for your child’s absences. Tuition is required in order to retain your child’s placement in our program. Any child that is absent for a week or more without notifying the director will automatically be discharged from the program.

**Admission**

A full admission packet should be completed by the Parent/Guardian. No child will be admitted without proper documentation. Failure to provide necessary documents will delay your child start date.

**A $50.00 non-refundable registration fee must be included with documentation to complete registration.**

Documents include: Registration and Emergency information, Child health Assessment form and physical/shot records (from child’s doctor), Child and Adult care food Program, Tuition Agreement and Photo/art work permission form.

**Allergies**

If your child has any allergies you must inform the director. Epi-pens or inhalers must be keep in office and will only be administrated when needed with appropriate signed documents.

**Arrival Time**

Children should arrive in their classrooms no earlier than 8am (unless enrolled in our before care program) and no later than 9am unless they have Doctor’s/Dentist Appointment. Parents should notify office if child will be late.

**Assessments**

Assessments are done midyear in January and again in June. Parent/teacher conferences may be offered or requested by parents and/or teachers during these times. However meetings may be scheduled anytime throughout the year.

**Clothing**

Please supply a change of clothing in your child’s backpack at all times.

**Folder/Backpack**

Please send your child to school with a backpack every day. Backpacks help teachers keep your child’s belongings organized. One folder will be supplied for your child at the beginning of the year. This folder will go home every Friday with important papers for you. Please return folder to child’s teacher on Monday.

**Hours**

St. Augustin Preschool is open from Monday –Friday from 7:00am-5:30pm. There will be an automatic $10.00 late fee for anyone who is past 5:30 and a $2.00 per minute fee for anyone who is past their scheduled pickup time.

**Holidays & Vacations**

Labor Day September 3

Columbus Day October 8

Veterans Day November 12

Thanksgiving Break November 21-22-23

Christmas Break December 24-January 1

MLK Jr. Day January 21

Winter Break February 25-March 1

Good Friday April 19

Spring Break April 22-26

Memorial Day May 27

School closed June 5(closing at noon)-June 7

Summer program starts June 10

**Illnesses**

If your child shows symptoms of illnesses such as vomiting/diarrhea or a temperature of 100.5 Fahrenheit or higher the child’s parents shall be informed and alternate arrangements should be made. When a child has been sent home with an illness, he /she must be kept home until symptoms have subsided for at least 24 hours or longer. If your child requires prescription medication throughout the school day a doctor’s note and medication permission form is required to be on file.

**Licensing and staff qualifications**

State and local health, building, and fire officials have inspected and approved St. Augustin Preschool to have met and exceeded standards of operation. The state Bureau of Childcare Standards and Licensing has granted St. Augustin Preschool a license in which we must comply with strict policies and procedures. A copy of our license is on display at all times.

Head teachers and assistants also must meet state licensing guidelines and qualifications. They undergo a thorough criminal records check and must also provide professional references. Staff is also required to attend “Protecting God’s Children” workshops though the diocese.

**Medical**

All children must be up to date with appropriate immunizations for their age. Annual Medical exams are required by the NH Licensing Dept.

**Outdoor Play**

We take the children outside year round except during inclement weather. Please provide proper clothing so that your child may enjoy the outside playtime. All children will be expected to play outdoors if attending school.

**Registration**

There is a non-refundable $50.00 registration fee. This fee is paid each school year that your child is enrolled in the school. This will hold your child’s placement for the upcoming school year.

**Rest Period**

Rest time takes place between 12:00-2:00. We do not require that all children sleep, but they must remain quiet so others may sleep. Rest time is mandatory according to State Licensing. We do play children’s videos and music during rest time.

**Snow Days/School Cancellation**

In the event of a school closing, we follow the Manchester Public School Cancellations. WMUR Channel 9 or WGIR FM radio will have listed school cancellation. (WMUR.com/school closing) If a school delay is listed then we will open at 9:00.

**State Tuition**

We do except DHHS tuition assistance. You must present a qualification letter on day of registration and will be required to pay any cost share or balance the state does not pay.

**Tuition**

Tuition is billed monthly for 9 months. The first payment is due August 30th. Tuition varies according to age and hours. Tuition should come in a labeled envelope with your child’s name and the amount of cash or check written on it. Tuition payments arrangement must be made in advance with the director prior to attendance (please see and complete attached tuition payment form)

**Withdrawal**

Should you decide to withdraw from our school prior to the end of the school year, please submit your intent, in writing, with a least 2 weeks notice.

*Please sign and return*

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Childs Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understand the Fee Agreement and Policies of St. Augustin Preschool.

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Parent Signature Date