



LA PETITE ÉCOLE DE CHICAGO

ENROLLMENT AGREEMENT

This agreement is between the guardian(s) listed hereafter (the “guardians”) and NOTRE ECOLE, INC., operating under the assumed name “LA PETITE ECOLE DE CHICAGO” (the “school”). Hereafter, “guardian” or “guardians” refers to all the undersigned guardians, jointly and severally.

ADMISSIONS

Guardians and their child must comply with all school admissions policies and procedures. This enrollment agreement is subject to final approval of the child’s admission by the school’s director and the completion of the full enrollment packet prior to the first day of school. The enrollment packet must be initialed and signed and returned to the school. The Illinois School Form must be filled out by an Illinois licensed Pediatrician and turned over to the school no later than August 15th before school starts. An eye exam is required for all school age children.

TUITION

The term of enrollment is from the date of the signing through the end of the school year. Parents agree to pay tuition and fees for the entire term, subject to the early withdrawal policy set forth below. Tuition for all grades must be paid in three equal installments due 1/at registration, 2/by August 15th before the start of the school year and 3/by the following January 15th, during the school year. A ten percent sibling discount is applicable for families registering more than one child (from the second child on).

AGREEMENT TO SCHOOL HANDBOOK

Guardians agree to the school’s rules and regulations described in the School Handbook, which is hereby incorporated into this agreement.

PAYMENT

For the safety of our staff and the convenience of families, only electronic payments will be accepted as payments. All payments must be submitted to:

La Petite École de Chicago

ABA: 071925444 **Acct:** 0385441

Communication should include the first initial your child, the first three letters of her last name and the tier being paid and the year of the start of school.

e.g. **J.DOE 1/XX** (the first payment of 20XX-20XY year for Jane Doe)

Hyde Park Campus
5200 S Hyde Park Blvd, Chicago, IL 60615

Winnetka Campus
620 Lincoln Ave, Winnetka, IL 60093

(312) 721-1166

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EARLY WITHDRAWAL

Withdrawal from the school prior to the term of this agreement requires at least sixty days advance notice. Tuition for the semester begun when notification is received is non-refundable. If notification occurs less than 60 days from the next semester's due date for tuition, then that tuition is still due in full.

HOLIDAYS/IN-SERVICE DAYS

Tuition and fees are calculated on an annual basis, without reduction for holidays, vacations, professional in-service days, or teacher or student absences or illness. Holidays and professional in-service days are shown on the school calendar. No credit or refund will be owed if the school must close due to an emergency or inclement weather. In the 2020-21 school year, were a pandemic related emergency to be decided by the authorities (whether federal, state or local), requiring that distance learning be implemented, such a plan would be used by the school. No refunds will be issued to families in that case as the same staff and other indirect costs will continue to be required to perform distance learning.

LATE PICK-UP CHARGES

Leaving a young child at school after regular hours causes serious issues both in terms of responsibility of the staff, the guardians and imposes a burdensome legal process on the staff. Also, significantly, this can result in developmental and emotional issues for the child. If a child is picked up three (3) times after the scheduled closing time, a \$100 late pickup fee will be assessed per additional occurrence. Late pick-up fees are payable within the five (5) open school days following the late pick up. Failure to pay a late pick-up fee in a timely manner may result in suspension of the child.

SUSPENSION/ DISMISSAL

The school reserves the right to suspend or dismiss a child at its sole discretion:

- for unsatisfactory or inappropriate behavior
- if the school does not have adequate expertise or resources for the child's educational, medical or other needs
- for violation(s) of our policies
- or if, for any reason, the school determines a dismissal to be in the best interest of the child or of the school.

Suspension or dismissal may be with or without notice at the school's sole discretion.

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STUDENT ILLNESS/ EMERGENCY

The school endeavors to maintain a healthy, safe environment for our students, families and staff. Guardians may not bring to school a child who is ill:

Symptoms include:

<ul style="list-style-type: none"> • a temperature of 100 (or feeling feverish) 	<ul style="list-style-type: none"> • a congestion/runny nose
<ul style="list-style-type: none"> • a cough 	<ul style="list-style-type: none"> • abdominal pain, diarrhea
<ul style="list-style-type: none"> • shortness of breath 	<ul style="list-style-type: none"> • nausea, vomiting
<ul style="list-style-type: none"> • body aches 	<ul style="list-style-type: none"> • loss of taste or smell
<ul style="list-style-type: none"> • headache 	<ul style="list-style-type: none"> • an eye infection (pink eye)
<ul style="list-style-type: none"> • rashes 	

The school will notify guardian(s) if a child becomes ill. The child will then have to be picked up as soon as possible. Furthermore, in very severe cases, the school staff may decide to take a child to the emergency room.

By signing this agreement, the guardian(s) hereby authorize(s) the school staff to take their child to the emergency room.

PRIVACY RELEASE TO IDPH

By signing this enrollment agreement, guardians agree to report to the school any COVID-19 or flu symptoms in their family group (see list above) or with staff who could have been in their homes or in contact with their children, as well as anyone who has tested positive for COVID-19.

Failure to report such a situation to the school may result in dismissal from the school of all the children in that household.

In that case, the children from that household may be sent home for a period of two weeks (or longer if recommended by the Illinois Department of Public Health). Guardians also agree, by signing this agreement, to allow the school to notify the IDPH so that contact tracing and other mitigation measures may be taken.

RETURN TO SCHOOL (in COVID-19 pandemic)

A child sent home because of symptoms or suspected exposure may be required to test negative before returning to school.

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VACCINATION POLICY

It is the school's policy that all staff and students must be vaccinated against the flu and that all children must receive all the vaccines listed on the Illinois school form. Parents agree to provide the school with an Illinois school form, duly filled out by an Illinois licensed pediatrician for each child enrolled.

Additionally, all guardians will have to secure COVID-19 vaccination within 30 days of such vaccination being made available to the public in Illinois for all students enrolled in the school. The school will vaccinate all staff as soon as practicable when such a vaccine becomes available

RENEWAL

Registration at the school is on a full-term basis. Children are not guaranteed a reservation for the following school term, unless guardians enter into a new enrollment agreement and pay all applicable tuition and fees in a timely manner. To ensure that currently enrolled families have priority for enrollment in the next term, all enrollment agreements will be issued to current families with a deadline to return them before new families are given a chance to enroll.

RESPONSIBILITY

Guardian(s) agree(s) to be responsible for any loss, damage or destruction by their child of any property of the school and for any damages for which the school becomes liable because of the child's actions.

STUDENT RECORDS

All student records remain the property of the school, except as provided by law. If guardian(s) permit the school to send academic records and confidential recommendations to other schools, these guardians agree that they will not seek access to confidential recommendations and evaluation materials. Furthermore, guardians hereby release the school and its staff from any and all liability resulting from or pertaining to the furnishing of recommendations and records.

COSTS OF COLLECTION

If the school refers this account for collection, parents will pay all late fees, accrued interest and the school's costs of collection, including but not limited to attorneys' fees.

PROTECTIVE ORDERS

If there is a legal decision preventing anyone from approaching a child, (protective order, restraining order, etc.) it is the guardians' responsibility to provide the school with a notarized copy of the order and a photo of the person(s) mentioned in the order so that school staff can be made aware of this situation and report any violations of such orders.

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I (We) agree to the above terms and conditions, including the obligation to pay to the school all charges for tuition and fees, and in all events to be responsible for the financial obligations of my child(ren).

SCHOOL YEAR: 20__ - 20__

CAMPUS: **HYDE PARK** _____ **WINNETKA** _____

	Primary guardian	Secondary guardian
First Name:		
Last Name:		
Relationship:		
Signature:		
Date: (day/mon/year)		

Student	1 st student	2 nd student	3 rd student	4 th student
First Name:				
Last Name:				
Birth Date: (dd/mm/yy)				
GRADE:				
Pre-k (PS)				
Jr-k (MS)				
K (GS)				
1 st grade (CP)				
2 nd grade (CE1)				
3 rd grade (CE2)				
4 th grade (CM1)				
5 th grade (CM2)				
6 th grade (6ème)				
7 th grade (5ème)				
8 th grade (4ème)				
9 th grade (3ème)				

Staff Approval:	
Date:	Signature:

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