



## **Brief Recap of Policies**

Thank you for taking the time to meet with me to tour our preschool. I wanted to ensure you became informed about how we can benefit your family. I hope we made a positive impression leading to you making the right decision to enroll your child/ren into our program.

This Recap is the Summary of the Parent Terms of Agreement. The entire Terms of Agreement can be found in the MVP section of our website. You will be given access to that section once your child/ren is accepted for enrollment.

## **Mission Statement**

*Right At Home Preschool provides a safe, nurturing, and home-like environment that gives children a healthy start for developing the skills needed for school preparation while setting the foundation that fosters a future as students of life.*

## **Philosophy**

*Each child needs a learning environment that mirrors home comfort to provide opportunities for proper mental, social, academic, and physical growth. With the attentive care of loving yet educated staff, our children receive the appropriate care they deserve. Parents are assisted in giving the resources needed to raise healthy, happy children. Everyone is a part of a big family that enhances the world around each child while they explore and grow.*

## **Vision**

*We plan to provide the environment children need for balanced development that will hold them for many years. Our focus is to provide responsive care, which includes the necessary educational experience to help prepare children for a successful transition into kindergarten. We will do this through our commitment to encourage children to be interested in learning, loving each other, and feeling secure within their capabilities.*

This handout will provide a quick recap of what was discussed at our meeting and other important topics to help you make an informed decision. Use this as a guide to filling out the forms you need for enrollment. We discussed what your child/ren's first day of attendance would be, the Enrollment Fee, weekly tuition rate, adjustment period dates, your child's enrollment status, and the number of vacation days on your contract and Vacation Credit forms. Use that information to fill out your forms. You can contact me directly if you have any questions or need to change what was agreed upon.

**Before filling out your Enrollment and Registration forms, you must review the policies listed on the website.**

<https://rightathomepreschool.com/enrollment-forms#a92c8ea5-8fd3-4eff-b268-131607afb285>

As informed, we offer a quality preschool program for children aged 2 to 5. We are open Monday through Friday from 6 am to 6 pm. (Excluding most national holidays.)

**Childcare services are:** Full Time, Occasional Care, and Intermittent Care (Care for three weeks – 3 months at a time.)

**DO NOT WAIT UNTIL THE LAST MINUTE TO FILL OUT FORMS**

All forms must be correctly filled out to ensure the start date and even enrollment denial. Be sure to fill in spots as legibly as possible. It is essential that I can decipher the information.

You are not obligated **to enroll** your child/ren while you have this packet. If you change your mind, please let me know as soon as possible. If you plan to enroll, turn in your completed – signed forms 2 – 4 weeks before your child's first day of attendance. You can email your completed forms by scanning them, mailing them, or dropping paper off to me. Please get in touch with me if you change your mind or what to postpone enrollment. If I do not receive your forms by the due date, I will assume you have changed your mind. You may reapply when you are ready.

We can only hold a spot for your child/ren once the Enrollment forms, first-week payment, and Enrollment Fee are turned in. The site may be maintained for up to two **(2) WEEKS** (14 consecutive business days) from the date you sign your enrollment forms. If you change your mind within those 14 days, you forfeit any money paid towards tuition. You will NOT receive a refund.

**Sign all enrollment forms.** Be sure to initial each space on the checklist. **All addresses and phone numbers** are needed for parents' home and work numbers, emergency and release contacts, your child's doctor/or clinic and hospital, and references. Give the first and last names, addresses, and phone numbers.

**Any missing or uncompleted forms will result in a delayed start date or denial of enrollment.**

If your child/ren does not have insurance or a current doctor, give the information of the doctor or clinic last attended.

The non-biological **parent** with no legal rights to the child/ren may be placed on the contract with notarized guardian consent. Without that consent, that parent can only be noted as an emergency and release contact.

If you are “Co-Parents,” you are not together, but both mother and father want to be on the contract. Both parents must sign the contract. Doing so means both parents are legally responsible for adhering to contractual agreements. It will be the responsibility of both parents to make sure the payment is paid on time, in total, and that the child has what is needed to attend preschool.

When choosing people for your **emergency and release contacts, remember** that they must be at least 16 years old with a valid driver's license if driving or a good form of identification such as a student Id badge. We need their complete addresses and phone numbers.

If there is anyone other than you have **legal rights and custody** of the child/ren, their information must be included on the Enrollment form. Our staff will never contact them without your permission. Parents who share custody will never be denied their right to visit, pick up, or discuss any information regarding their children. We need to file a copy of the updated court-ordered **Parent Plan** or an **Order of Protection** that states otherwise.

The **Medical Exam** form must be signed by your child/ren's physician or clinic. The form must be turned in within the *first two weeks of attendance*. We need something to state that the child is healthy enough to participate in daycare. A copy of the child's updated immunization **form is due at enrollment** and will be placed for their file. If the exam is not completed before or by the 10<sup>th</sup> day of preschool, childcare will be suspended or possibly terminated.

For children without insurance, I can list places to take your child to get an exam and immunizations. I also have handouts for applying with Medicaid or the Affordable Health Care insurance plans.

Read over the Vacation and Fees Waiver forms and sign each. The Vacation Form will be placed on the clipboard at the Parent Station. The Waiver form will be in your file if needed.

When dropping the forms off, give Rashawn five minutes to review the papers. You will be contacted within 24 hours if your child may attend an Adjustment Period. The start date may be delayed if documents **must be correctly filled out** or more forms are needed.

If a child is denied enrollment, the money paid towards the Enrollment Fee will be returned within 24 hours after turning it in, and a denial letter will be sent to the parent.

If your child is invited to attend the **Adjustment Period**, the payment for the first week will be due a week before the first day of attendance. The second week's pay will be due by the Friday of your child/ren's first week of attendance.

If accepted for permanent attendance after the Adjustment Period, a welcome letter will be sent along with copies of all signed forms.

Parents are only expected to bring in **3 complete clothing changes** to stay in the child's cubby and any medicine needed for illness.

We provide healthy USDA-monitored **meals** and snacks daily—breakfast, lunch, afternoon, and evening snacks for all attending children.

Our **method of discipline** is mostly redirection. We use words to help children redirect themselves to choose more acceptable behaviors. Children displaying more inappropriate behaviors may be placed in our Safe Seat to calm down. The most extreme measure is to contact the parent for immediate pickup. Continual issues may result in suspension or termination.

**Parents can contact** Rashawn any time by directly calling or texting or sending a private message through Facebook or email. If Rashawn cannot be reached, parents can get our house landline or Rashawn's husband, Rayquan. It is the parent's responsibility to inform Rashawn of any changes in contact information.

We often take **pictures and videos** of the children for promotional use and parent communications. Photos and videos are taken during the day. Some may be placed on our social media outlets, preschool newsletters, flyers, or community bulletin. Signing the Media Permission form allows us to share pictures or videos.

### **Attendance:**

**Children cannot be scheduled for more than 10 hours each day.** Children are expected to be in attendance on their scheduled days. Children **MUST** be dropped off before or by 9 am unless preapproved by Rashawn.

Parents do **not receive credit** for unscheduled absences, early releases, or late arrivals.

If a child develops a fever or contagious illness, the child will be excluded from preschool. Parents will still be expected to pay for absences due to illness.

**The Adjustment Period** is during the first two weeks of attendance. This probationary period helps determine if our program is a good fit for your child/ren and family. Children/ren who are accepted after the adjustment period may continue attending. Children who are denied or pulled out by parents will not continue attendance. Refer to your Adjustment Period Contract for a more detailed explanation.

There is an over-time fee (**late pickup**) of **\$15** for every 15-minute increment past our closing time per child.

Depending on the enrollment status, each family is given up to **5 days'** Vacation Time Credits every January. The amount given for the first year will be prorated according to the enrollment date.

**Vacation days** can cover a day the child will be absent. To receive credit, the parent must fill out the date on vacation. This must be done with one-week written notice (5 business days) before taking the day off. Vacation time cannot be used to cover any delinquent payments.

**Vacation Credits** may not be used during the Adjustment Period.

FULL CHARGE for the federal holidays. Our preschool is closed.

There may be up to 15 days a year that we are closed for **Provider Paid Vacations**. Parents pay for Provider Vacation Days. I give at least a month's advanced notice of all anticipated days. I may also take up to 3 days per year of paid sick time with 2-hour notice. In the case of a funeral, I may take up to three days of paid Bereavement – Time Off per incident.

Each family is allowed three days of Bereavement credits per incident.

### **Payment Procedure:**

The first week's payment and the enrollment fee or 1<sup>st</sup> installment payment of the enrollment fee must be paid one week (7 consecutive days) before the first day of attendance unless Rashawn approves a shorter timeline.

The Enrollment Day is when all paperwork is turned in, Rashawn accepts your child/ren to attend an Adjustment Period, and all enrollment fees are paid.

Tuition payments are **PREPAID**. **The full Tuition Payment is due on Friday at your scheduled pickup time.**

Tuition Payments are used to cover the following week of childcare service.

We are a tuition-dependent program; we will be enforcing our ordinary payment policy as stated in the contract during a **state of public emergency**.

New contracts will be signed every year on the **account anniversary**. A new contract will be signed when there is a change in the tuition rate.

Parents should expect a **\$5 per child weekly rate increase** with each new year at the time of the account anniversary.

**Payments are accepted in cash, check money order, or with credit or bank card.** Payment can be made in person or online.

As of today, I prefer payments to be made through Venmo @Rashawn-Carter-Kamau

Other ways to pay:

Our Cash App is \$RightAtHomePreschool

PayPal: <https://www.paypal.me/rashawnck>

Cash App and Venmo have an additional processing fee of **\$5 per \$100**. Parents ARE REQUIRED to add the additional processing fee for each payment made.

I am preparing to have all Parents enroll in Procure Tuition Express for weekly tuition payments to be automatically drafted from a bank account. Contact [www.tuitionexpress.com](http://www.tuitionexpress.com) for more enrollment information. I will inform all parents with a month's advance notice when we start using Procure.

Parents are invited to join our private Facebook group to view pictures and essential information, such as preschool closings and special events. Our group is called **Families of Right At Home Preschool**. I can add you to our group by becoming my Facebook friend. Look for Rashawn Carter – Kamau on Facebook. Or I can email you the link to join the group.

A receipt will be given with every payment when requested. A payment schedule for the year is shown at the beginning of each year. A Total Year-End Statement (W-10) will be given for tax purposes.

The **Enrollment Fee** will only be credited towards the last week of childcare with a two week (14-day) written notice of the previous week. It will not be used to cover any delinquent payments or fees.

I have specifically reviewed the following policies and guidelines listed on the website and, at this moment, agree to comply with all the conditions thereof. I understand that these guidelines may change periodically with a 30-day written notice from Rashawn – Carter - Kamau. (Check box)

State of Missouri Licensing Rules Guidelines

- Terms of Agreement
- Covid Policy
- Attendance Policy  Sick Policy

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Parent/Guardian Signature

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Date

Keep the last two pages for your reference.

Call or text if you have any questions. Call my direct phone line.

**Direct line 816-213-4538**

**Save this number in your phone as**  
**Child's name    Preschool    Ms. Shawn**

**Share the number and address with those whom you listed as Emergency Contacts.**

House landline phone 816-788-5437

Kierra's cell phone number is 816-462-9175 (Rashawn's daughter, our certified assistant.)

Rayquan's cell phone number is 816-726-3728 (Rashawn's husband is the certified emergency assistant)

Email: RightAtHomePreschool@hotmail.com

Address: 616 NE. Main St. Lee's Summit Mo 64063

Website: [RightAtHomePreschool.com](http://RightAtHomePreschool.com) Facebook Private Page:

[www.facebook.com/FamiliesofRightAtHomePreschool](https://www.facebook.com/FamiliesofRightAtHomePreschool) Instagram Private Page:

[rightathomepreschoolfamilypage](https://www.instagram.com/rightathomepreschoolfamilypage)

### **Online Enrollment Form Packet**

Follow these instructions if you print your enrollment forms directly from the website.

Instructions:

Go to [www.RightAtHomePreschool.com/enrollment-forms](http://www.RightAtHomePreschool.com/enrollment-forms)

Print off all enrollment forms.

Read over every page so you can clearly understand how to fill each page out.

Fill out every form and sign where requested.

Make a copy of your current state id. We would need a copy for both parents.

**What to do after you have filled out each form:**

Options on how to return forms:

#1) Scan and email the signed forms to [Righthomepreschool@hotmail.com](mailto:Righthomepreschool@hotmail.com)

#2) Deliver to preschool in person

#3) Mail forms to  
Right At Home Preschool Services, LLC

616 NE. Main St.  
Lee's Summit MO 64063

#4) Once Rashawn has a chance to review all forms and check your references, you will be notified if your child/ren has been accepted for enrollment. You will be notified within 24 hours of the results. If you are denied registration, all money paid will be refunded. Remember all forms must be correctly filled out, with an updated copy of your child's immunization record, total first-week Tuition Payment with Enrollment Fee, and returned to Rashawn by your due date marked on your Enrollment Pack Checklist.

Contact me if you change your mind about enrollment, need a different date to start, or have any registration questions.

Call 816-213-4538 if you have any difficulty downloading any of the forms.