

## Right At Home Preschool

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.

This section will provide a quick recap of what was discussed at our meeting, other important topics to help you make an informed decision, and how to enroll. 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>

### Brief Recap

As informed, we offer a quality preschool program for children aged 2 to 5. We are open Monday through Friday from 7 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.)

Once your registration is accepted, you will be 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.

During 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. **No food is permitted from outside** of preschool unless pre-approved by Rashawn. We may provide a snack for a child who comes in before or shortly after breakfast is served.

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.

Children who constantly soil their pants are placed on the **Potty- Training** contract. We offer all pull-ups, wipes, and training pants for all potty-training children. We do not allow discounts for parents who prefer to provide potty training materials needed at preschool.

**Parents can contact** Rashawn at any time by directly calling, texting, or sending a private message through Facebook or email.

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 can be scheduled for up to 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 **will 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.

**Attendance must start on a Monday.** We do not allow children to begin in the middle of the week.

We **do not** follow Lee's Summit's district school schedule.

## Payment Procedure

Payments are **recurring auto drafts** from your chosen credit card or bank. Payments are only accepted through **Procare**.

Once you submit your Registration and Enrollment forms, we will send you a link to set up your Procare account. You will also receive your first payment invoice for the Enrollment Fee and first tuition payment.

Any Procare transaction or **payment processing fees** are covered as part of your tuition.

Refer to our website for more information on how to utilize Procare.

The first week's payment and the Enrollment Fee must be paid by or before the Friday before the first day of attendance unless Rashawn approves a shorter timeline.

The Enrollment Fee is equivalent to the first week's payment amount. 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.

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 email will be sent to the parent.

Enrollment Day is the first day of attendance.

Tuition payments are **PREPAID**. Tuition payments are used to cover the following week of childcare service.

The total tuition payment is due on Friday at your scheduled pickup time. You will receive notifications of reminders and payments. Expect the charge to be withdrawn from your bank or credit card account every Friday before 6 pm.

We **do not allow credit** for half days or less than five (5) days a week for new children.

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

A **Late Payment Fee of \$10** will be added to your invoice if the payment is not made before 6 pm. The daily Late payment fee of \$10 will be added every day until full payment is made.

If the **full payment is not made** by the following pay date, the account will be closed, childcare service will be terminated, and a collection agency will handle the remaining balance. The balance will include collection fees.

Each account is allowed a **Fee Waiver** of up to \$10 off a Late Payment Fee or Over Time Fee. Refer to the Waived Fees Form for more information.

Depending on the month of enrollment, each family is given up to **5 days'** Vacation Day Credits. The amount given for the first year will be prorated according to the enrollment date. Account will receive a new set of five (5) Vacation Credit Days in January. The credits do not roll over into a new year. All credits must be used within that year.

**Vacation Credit days** can cover a day the child will be absent. To receive credit, the parent must fill out the date on the Vacation Credit form. This form will be placed on the clipboard in the Parent Station of the Cubbie Room. 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.

Refer to the website for more information about Vacation Credits.

FULL CHARGE for the federal holidays or inclement weather closings.

Parents pay for **Provider Vacation Days**. There may be up to 15 days a year that we are closed for Provider Paid Vacations. 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 of 1<sup>st</sup> and 2<sup>nd</sup> generational relatives. (I.e., parents, siblings, grandparents, aunts, and uncles. Cousins, great-relatives, friends of the family, or 3<sup>rd</sup> and up generational family members are excluded in credit.)

You are responsible for updating any essential information in their Procure account if there is a change in addresses, phone numbers, emails, payment methods, or emergency contacts.

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**.

Once the child becomes fully potty trained, parents are given a new contract reflecting the new discounted rate. Refer to our Potty Training guide on the website.

Updated contracts will be signed every year on the **Account Anniversary**. The Account Anniversary is the date of Enrollment. A new contract will be signed before any change in the tuition rate or contract policies.

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

Rashawn will manually update adjustments to the weekly tuition charge. You will see the adjustment in the invoice notifications before payment is deducted from your bank or credit card.

A Total Year-End Statement (W-10) will be given for tax purposes.

### **How to Enroll**

All forms must be correctly filled out to ensure the start date and even enrollment denial. All required fields must be filled out to submit the form.

**All addresses and phone numbers** are required for parents' home and work numbers, emergency and release contacts, your child's doctor/or clinic, preferred hospital, and references. Give the first and last names, addresses, and phone numbers.

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.

Are you “**Co-Parenting**” with the other parent, and do both mother and father want to be on the contract? Both parents must submit a 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. The Co-parent will also be sent enrollment forms to fill out for submission. Check for an option for a co-parent contract later in the enrollment process.

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 anyone other than yourself has **legal rights and custody** of the child/ren, their information must be included on the Enrollment form. That person will not be placed as a co-parent, making them responsible for tuition or emergency contact. Lawfully, we can not deny that legal guardian the right to visit, pick up, or discuss any information regarding their children. We need to file a copy of the updated court-ordered **Parent/Custody Plan** or an **Order of Protection** that states otherwise.

The **Medical Exam** form must be printed off and signed by your child/ren's physician or clinic. The form must be turned in within the *month 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 completed before or by the 20th day of preschool, childcare will be continued or possibly terminated. A link to the Medical Exam form can be retrieved on our website. Most pediatricians have the document in their offices.

If your child/ren does not have insurance or a current doctor, give the information of the doctor or clinic last attended. I have a list of physicians and clinics 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** policies given in the link. Your Vacation Credit form will be placed on the clipboard at the Parent Station. The Waiver form will be in your file if needed.

We can only hold a spot for your child/ren once the Enrollment forms, first-week payment, and Enrollment Fee are submitted. Your spot may be maintained for up to two **(2) WEEKS** (14 consecutive business days) from the date you submit 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.

You are not obligated **to enroll**. If you change your mind, please let me know as soon as possible. If you plan to register, submit these forms 2 – 4 weeks before your child's first day of attendance. Please contact 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.

I will review all your registration and enrollment forms within 24 hours of submission. You will receive a confirmation email and text with the link to sign up for Procure.

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](mailto: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](http://www.facebook.com/FamiliesofRightAtHomePreschool)

Instagram Private Page: [rightathomepreschoolfamilypage](http://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.