

## ENROLLMENT AGREEMENT 2021-2022 (Updated 12/10/2020)



The undersigned parents or guardians ("Parents") hereby enroll the following student (the "Student") at Christ & Holy Trinity Preschool (the "School") for the 2021-2022 school year pursuant to this enrollment agreement, which includes the following attachments hereto: [Annex A](#) (Tuition and Payment Schedule),

[Annex B](#) (Parent Handbook), [Annex C](#) (Behavior Management Policy), [Annex D](#) (Enrollment and Emergency Information Form), [Annex E](#) (Alternative Pick-Up Form), and [Annex F](#) (Permission Agreement) (collectively, the "Enrollment Agreement").

Student First Name: \_\_\_\_\_ Student Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Sex: \_\_\_\_\_

Program: \_\_\_\_\_ Days attending: \_\_\_\_\_ Annual Tuition Amount: \_\_\_\_\_

Tuition: The tuition and fee obligations payable to the School for the enrollment of the Student and the due dates for each payment are set forth on the "Tuition and Payment Schedule" attached hereto. PARENTS AGREE AND UNDERSTAND THAT PARENTS HAVE AN UNCONDITIONAL AND BINDING OBLIGATION TO PAY THE FULL TUITION PER STUDENT AS SET FORTH ON THE TUITION AND PAYMENT SCHEDULE ATTACHED HERETO ("TUITION") as [Annex A](#).

Payment Schedule: Tuition is due in accordance with the payment schedule set forth on Annex A, which reflects any payments made to date. Alternate payment schedules may be permitted on a case-by-case basis pursuant to a financial aid arrangement as determined by the School. Parents may contact the Director of the School to request an application for financial aid. If an alternate payment plan or financial aid is awarded by the School, then the tuition payment amounts and dates shall be modified accordingly on a revised Annex A that will be provided to parents prior to enrollment. If no alternate payment plan is awarded pursuant to a financial aid application, then the annual tuition rate must be paid in three equal payments and are due on the following dates: **1/15/21, 4/9/21, 6/10/21**. If enrolling after these dates, please list alternate payment dates arranged with Director: 1st payment: \_\_\_\_\_, 2nd payment: \_\_\_\_\_, 3rd payment: \_\_\_\_\_  
Notes regarding payment schedule:  
\_\_\_\_\_

Form of Payment: Payment may be made by check or credit card. Checks should be made payable to *Christ & Holy Trinity Preschool* and delivered to Christ & Holy Trinity Preschool, Attn: Business Manager, 45 Church Lane, Westport, CT 06880. A fee of \$25 will be charged to Parents for any check not honored by the bank. All payments made with a credit card are subject to a processing fee. The School reserves the right to take legal action for collection of Tuition. Parents will be responsible for all costs of collection, including but not limited to, court expenses and reasonable attorneys' fees. The School reserves the right to deny attendance by the Student until the Student's account has been paid in full. The School's failure to enforce this right on a case-by-case basis shall not constitute a waiver of its right to enforce at any time.

Binding Contract: By signing this Enrollment Agreement, Parents enter into a binding contract with the School and acknowledge having read and accepted without reservation, these general terms and conditions which will govern this Enrollment Agreement and all contractual relationships between Parents and the School. Each Parent shall have joint and several liability under this Enrollment Agreement.

Tuition Refunds: Parents have the irrevocable and unconditional obligation to pay the full Tuition for the school year, subject to and in accordance with the terms of this Enrollment Agreement and each Annex hereto. This obligation shall continue and survive irrespective of whether the Student completes the school year or withdraws, is dismissed, or is otherwise absent from School, whether by choice of the (i) Student, (ii) Parent(s) or (iii) School in its sole discretion. Such absence may be for any reason including, but not limited to, relocation or medical reasons. Subject to the terms of this Enrollment Agreement regarding refund of Tuition related to determination of the percentage refund that shall constitute a COVID Refund (as defined below), Tuition shall be non-refundable if the Student fails to matriculate for the 2021-2022 school year. Notwithstanding the foregoing, the School agrees to issue a pro rata refund to Parents in the event that the vacancy created by Student's withdrawal or dismissal is filled by the matriculation of a new student to the class of which the Student was a member. In the event that such new student attends the School fewer days per week than the Student's Tuition amount reflects, then any refund will be reduced accordingly. The School is under no obligation to actively market the vacant spot or otherwise actively solicit attendance by new students to fill such vacancy. In addition,

nothing herein shall obligate the School to accept the application of any student solely for the purpose of filling the vacancy.

Tuition Refunds for Closure Due to COVID-19: Due to the COVID-19 pandemic, during the course of the 2021-22 school year, the School may experience a periodic closure of (i) the Student's class or (ii) the entire School (each, a "School Closure"). A School Closure may vary in duration and may occur several times throughout the school year.

**Notwithstanding anything**

**to the contrary in this Enrollment Agreement, in the event of a School Closure, Parents shall be entitled to receive a refund equal to a percentage of the per diem Tuition paid by Parents for each day of the School Closure that occurs on a day when the Student would otherwise been entitled to attend school, such percentage to be determined by the Governance Committee of the School and communicated to Parents no later than June 1, 2021 (the "COVID Refund"). Once the COVID Refund percentage is set for the 2021-22 school year, Parents will have until June 10, 2021 to either (i) make the third Tuition payment or (ii) request a refund of the first and second Tuition payments and terminate this Enrollment Agreement.** For the avoidance of doubt, the COVID Refund will not apply to days on which the Student would not otherwise attend School due to Student's class schedule, School holidays or School vacation days. The COVID Refund shall apply if a School Closure runs concurrently with days that the School is otherwise closed due to inclement weather or any other force majeure event, as the expectation is that such days would not be made up later in the year. COVID Refunds for days the program is closed during the 2021-2022 school year shall be issued on December 10, 2021 and/or June 10, 2022 and shall be subject to the following conditions: (i) if at the time of issuance of a refund under this provision, Parents are in arrears for payment of any portion of Tuition or any other School fees, then such refund shall be automatically applied to the amount in arrears and any balance shall be issued to the Parent, and (ii) Parents have not knowingly sent Student to School in violation of any mandatory quarantine or similar restrictions imposed by any governmental authority as a result of exposure to COVID-19, which has resulted in the School Closure that is the subject of the COVID Refund. For the avoidance of doubt, a School Closure requires the cessation of in-person instruction of the Student's class as required by applicable governmental or Diocesan authority or otherwise deemed necessary by the Preschool Governance Committee. A School Closure does not occur when a class is still meeting in person but a Student is not able or permitted to attend in person due to illness or other governmental restrictions regarding quarantine. For students who are unable to attend school in person due to the above mentioned reasons, the School will use its best efforts to arrange electronic/virtual platforms to include the Student in classroom activities during such absence. Any COVID Refund shall be issued jointly in the name(s) of Parent(s) unless otherwise requested below and initialed by each Parent:

Parent Initials: \_\_\_\_\_

Distance Learning: In the event of a School Closure, (i) Parents will have the opportunity to participate in online Parent Forums with the Director and (ii) will be provided with an activity packet that will suggest activities that Parents can complete with the Student, and (iii) Student will have the opportunity to participate in a weekly online "circle time" with Student's classmates and teacher (or in the event of a teacher's illness, the Director) ((i),(ii) and (iii) collectively, "Basic Distance Learning"). All components of Basic Distance Learning will be offered at no additional charge. In addition to Basic Distance Learning, Parents will have the opportunity to schedule small group or one-on-one learning opportunities for Student for an additional fee (the "Enhanced Distance Learning"). A Student's participation in Basic Distance Learning or Enhanced Distance Learning shall not affect receipt of the COVID Refund. Any fees incurred by Parents upon selecting any Enhanced Distance Learning activities shall be billed separately and must be paid prior to the start of each selected Enhanced Distance Learning session.

Force Majeure: Except as otherwise provided in this Enrollment Agreement relating to a School Closure due to COVID-19, the School's duties and obligations under this Enrollment Agreement shall be suspended immediately and without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, hurricane, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, except as otherwise provided in this Enrollment Agreement relating to a School Closure due to COVID-19, the School's duties and obligations under this Enrollment Agreement will be cancelled until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, subject to the terms set forth in the above provision entitled "Tuition Refunds for Closure due to COVID-19," the School is under no obligation to refund any portion of the Tuition paid.

Acknowledgement of Parent Handbook and Behavior Management Policy: The policies of the School are set forth in the Parent Handbook ([Annex B](#)), which has been provided electronically concurrently with the distribution of this Enrollment Agreement. Parents may request a paper copy at any time by notifying the Director. By executing this Enrollment Agreement, Parent acknowledges that s/he has read the Parent Handbook. Each Parent agrees to abide by and will be subject to the rules, regulations and policies of the Handbook, as may be amended from time to time, at the discretion of the Director and/or the Preschool Governance Committee. The School shall provide written notice in electronic form to

Parents as soon as reasonably practicable of any updates or amendments to the Parent Handbook. Parents also acknowledge that they have received a copy of the School's Behavior Management Policy, which is included in the Parent Handbook and also set forth on [Annex C](#) hereto, and had the opportunity to verbally discuss and review the School's Behavior Management Policy with the Director or other staff, prior to attending the program.

Travel to School: Parents assume full responsibility for the protection of the Student in the course of traveling to and from School, and agree that they will hold the School, the Governance Committee of the School, Christ & Holy Trinity Church and any employee or agent thereof harmless for any injury to or illness of the Student in connection with such travel.

Waiver: Neither failure by the School to enforce any provision of this Enrollment Agreement, nor oral statements made by School personnel, shall constitute a waiver of the right to enforce any provision of this Enrollment Agreement.

Entire Agreement: This Enrollment Agreement constitutes the entire understanding of the School and the Parents with respect to the matters covered herein and shall supersede any prior agreements relating to Student's enrollment for the 2021-22 school year. No amendments or modifications to this Enrollment Agreement shall be made except by written

agreement executed by all parties. Notwithstanding the foregoing, the School reserves the right to update and amend the Parent Handbook and shall provide Parents with written electronic notice as to such update or amendment as soon as practicable. There are no promises, terms, conditions, or obligations other than those contained herein. This Enrollment Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties with respect to the subject matter hereof.

Validity: If any term of this Enrollment Agreement is declared invalid or unenforceable, it will be severed and all other terms will remain effective, and they will be construed as though the invalid term did not exist.

Dispute Resolution and Governing Law: To the extent permitted by law, any dispute, claim or controversy arising out of or related to this Enrollment Agreement shall be resolved solely by arbitration in accordance with the rules of the American Arbitration Association. This Enrollment Agreement shall be governed in all respects by the laws of the State of Connecticut.

***I understand and accept the terms and conditions of this Enrollment Agreement.***

**Parent/Guardian Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Mobile Phone:**

\_\_\_\_\_ **Home/Work Phone:** \_\_\_\_\_ **Address: (if different than Student)**

**Parent/Guardian Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Mobile Phone:**

\_\_\_\_\_ **Home/Work Phone:** \_\_\_\_\_ **Address: (if different than Student)**

**CHRIST & HOLY TRINITY PRESCHOOL**

\_\_\_\_\_  
By: Will Wintermute  
Title: Director



(203) 226-4616 • 45 Church Lane, Westport, CT 06880 • [www.chtpreschool.org](http://www.chtpreschool.org)

## TUITION AND PAYMENT SCHEDULE 2021-2022

Any payments made with a credit card are subject to a 3.5% processing fee.

Checks are made payable to: *Christ & Holy Trinity Preschool*

If mailing payments, please send them to: Christ & Holy Trinity Preschool

45 Church Lane Westport, CT 06880

<b>2-day Two's Program</b>			<b>Annual tuition: \$5,925</b>
<b>Caterpillar Class (T &amp; Th)</b>	Registration fee	\$250	
	1st Payment Due 1/15/21	\$1,975.00	
	2nd Payment Due 4/9/21	\$1,975.00	
	3rd Payment Due 6/10/21	\$1,975.00	
<b>3-day Two's Program</b>			<b>Annual tuition: \$7,800</b>
<b>Butterfly Class (M, W &amp; F)</b>	Registration fee	\$250	
	1st Payment Due 1/15/21	\$2600.00	
	2nd Payment Due 4/9/21	\$2600.00	
	3rd Payment Due 6/10/21	\$2600.00	
<b>3-day Three's Program</b>			<b>Annual tuition: \$7,625</b>
<b>Sea or Sky Class  (M, W &amp; F)</b>	Registration fee	\$250	<b>Annual tuition:</b>
	1st Payment Due 1/15/21	\$2,542.00	
<b>4-day Three's Program</b>	2nd Payment Due 4/9/21	\$2,542.00	
	3rd Payment Due 6/10/21	\$2,541.00	
<b>Sky Class (any 4 days)</b>	Registration fee	\$250	
	1st Payment Due 1/15/21	\$3,084.00	
	2nd Payment Due 4/9/21	\$3,083.00	
	3rd Payment Due 6/10/21	\$3,083.00	
<b>5-day Three's Program</b>			<b>tuition: \$9,975</b>

<b>Sky Class (M-F)</b>	Registration fee	\$250	
	1st Payment Due 1/15/21	\$3,325.00	
	2nd Payment Due 4/9/21	\$3,325.00	
	3rd Payment Due 6/10/21	\$3,325.00	
<b>4-day Four's/Five's Program</b>			<b>Annual tuition: \$9,913</b>
<b>Sun, Star or Rainbow Class</b>	Registration fee	\$250	
	1st Payment Due 1/15/21	\$3,305.00	
	2nd Payment Due 4/9/21	\$3,304.00	
	3rd Payment Due 6/10/21	\$3,304.00	
<b>5-day Four's/Five's Program</b>			<b>Annual tuition: \$10,775</b>
<b>Sun, Star or Rainbow Class</b>	Registration fee	\$250	
	1st Payment Due 1/15/21	\$3,592.00	
	2nd Payment Due 4/9/21	\$3,592.00	
	3rd Payment Due 6/10/21	\$3,591.00	



Christ & Holy Trinity  
Preschool

# Parent Handbook

2021-2022 School Year

## PARENT HANDBOOK

By enrolling your child in CHT Preschool you are acknowledging that you have read and will abide by the rules, policies and procedures outlined in the Parent Handbook. An updated printed copy of the CHT Preschool Parent Handbook will be provided to Parents at the beginning of the school year, however, you can also access a current copy of the Parent Handbook at any time by visiting the following link:

[https://docs.google.com/document/d/1an4Cb1DFI2GeXDnBnqLuLzWADLixQ\\_XJg9AqR0bMido/edit#](https://docs.google.com/document/d/1an4Cb1DFI2GeXDnBnqLuLzWADLixQ_XJg9AqR0bMido/edit#)

Parents may also request a paper copy of the Parent Handbook at any time by contacting the Director. The School reserves the right to edit, alter or amend the Parent Handbook at any time. In the event that any changes are made to the Parent Handbook, the Director will send written notice of such change by email to the email address provided in this Enrollment Agreement or any updated email address hereafter provided by Parent.

If you have any questions regarding the rules, policies or procedures listed in the Parent Handbook, please do not hesitate to contact the Director, Will Wintermute, at 203-226-4616 or [wwintermute@chtwestport.org](mailto:wwintermute@chtwestport.org).

## BEHAVIOR MANAGEMENT POLICY



*The Director and the Preschool Governance Committee believe it is important to disclose and discuss with Parents the School behavior policy (the “Behavior Management Policy”) prior to enrolling each Student in the program. The Behavior Management Policy complies with all federal and state civil rights laws and has been put in place to ensure and protect the safety and well-being of all children and staff at the School. The Behavior Management Policy is reviewed and followed by all staff and is outlined below. Any reference to “we” or “our” means the School and any employee or agent of the School.*

At the School, our goal is for staff and families to work collaboratively to help children feel encouraged, accepted and capable of expressing themselves in an appropriate manner. Our aim is to provide a supportive and nurturing learning environment that also sets limits for appropriate behavior and helps children grow in ways that will lead to positive experiences and healthy personal relationships. The School provides a structured day with clear expectations and boundaries that help children understand their role in the environment and how to make choices that keep themselves and others safe.

It is important for adults to have appropriate expectations for child behavior. Young children are egocentric and often lack impulse control and a clear understanding of cause and effect, which can result in challenging situations or conflicts. The goal of discipline is to help the child develop self-control and move toward appropriate social behavior. We believe that **Positive Discipline** is in the best interest of the child and that it should be implemented in loving, consistent and respectful ways. Our belief is that through guidance and redirection, a child can learn and make decisions that promote healthy relationships and actions. Examples of developmentally appropriate positive discipline methods we will utilize are:

- **Setting clear limits**

Teachers will set clear expectations for children during activities and will enforce the following classroom rules: Be Safe, Be Kind and Be Responsible. Teachers will set limits, help children calm down or find alternate activities as needed. Teachers will guide children toward understanding why some behaviors are inappropriate and why some behaviors are better or safer choices.

- **Positive guidance**

Staff will closely supervise children’s interactions and, as needed, offer support to help children express their feelings or needs and come up with alternative ways to resolve conflicts. Staff encourage children to share ideas or “use their words” and will address or redirect behaviors that are unkind, disruptive or unsafe. Teachers will encourage and model positive behavior and use positive reinforcement to increase the likelihood of appropriate behavior. When disputes or conflicts arise, the staff will encourage a “talking out” process where the goal is to acknowledge feelings and find solutions. Teachers will help children understand the results of their actions and to consider another child’s perspective as they work together to negotiate and solve problems.

- **Redirection**

We will not place a child in “time-out,” however, a child who is aggressive, disruptive or destructive of other children’s work may be asked to make an activity choice in another area or to take time to calm down before returning to an activity. Teachers will remain with the child until he/she is ready to substitute a more appropriate behavior or find a more appropriate setting for a behavior. Teachers will offer support and encouragement to help the child rejoin activities in appropriate ways.

Staff will continuously supervise children during disciplinary actions. Staff will not be abusive, neglectful, or use

corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate. Staff are prohibited from using any form of physical punishment, psychological abuse, or coercion when disciplining a child. If a child requires removal from a situation or area, he/she will be accompanied by an adult to a quiet area of the classroom and given support in a way to calm and prepare themselves to return. We continually strive to limit or eliminate the use of suspension, expulsion and any other exclusionary practices.

We feel that it is the responsibility of our staff and administration to provide a safe, supportive, and developmentally appropriate program for all children to the highest degree possible. We will, therefore, adhere to the following policy on the management of children with atypical development and/or challenging behaviors. Atypical development shall be defined as that which does not meet established norms for children of the same age group in any of the domains of development including physical, language, self-help, cognitive, and social/emotional domains. Challenging behaviors shall be defined as aggression such as biting, hitting, pushing, kicking or other potentially dangerous acts toward other children or staff. Also, inappropriate language, inability to follow rules and comply with directives, escaping from the classroom, outbursts and tantrums, disruption of classroom activities or any act which endangers the health and safety of self or others, damages property, or disrupts program quality.

Procedures for Handling Atypical Development and Challenging Behaviors: The step-by-step process for assessing, referring and accommodating children with atypical development and/or challenging behaviors is as follows:

1. Teachers will bring concerns about a child's development immediately to the attention of the Director who will document those concerns and place them in the child's confidential file. Parents will be notified when any behavior of the child has become a concern. At the Director's discretion, an education, health, and/or mental health consultant who has contracted with our program can be contacted for the purpose of advice on assessing, referring, managing and/or accommodating the behavior/development of concern. In many cases, such informal guidance is enough to handle any concerns satisfactorily. Parents will be informed of the consultant's recommendations and how issues will be addressed before there are any modifications to the child's program.
2. In the event that the child's development remains of concern, the parent will be informed by the Director. At this time, it will be the responsibility of the parent to seek evaluation services through one of the following choices:
  - Healthcare specialist (if a physical concern) of the parent's choice
  - Mental Health professional (if behavior concern) of the parent's choice
  - Public school early intervention/special education programs (for over 3)
  - Connecticut's Birth to Three System (for children under 3)
  - Public services (Help Me Grow, Early Childhood Consultation Partnership, etc.)

Any fees related to such evaluations shall be the sole responsibility of the parents unless otherwise agreed upon in advance by the School. Parents will be required to submit evidence of contact/appointment with such services within one week of the referral or the child's attendance will be suspended until the evidence of contact has been provided. The School cooperates with consultants and professionals in allowing them to make assessments of the child and his/her educational environment on-site. No information about the child will be provided to these agencies or individuals without the parent's signed consent.

3. The parent agrees to provide the results and recommendations of assessments to the School for the purpose of appropriate program planning for the child. This information may be presented in writing or in a personal meeting between the parent, faculty, and outside agency or professional. Any cost of such planning meetings will be the responsibility of the parent unless otherwise agreed upon. The School agrees to follow professional recommendations regarding the accommodation and support of the child's development to the greatest extent possible while maintaining program integrity and within budgetary, regulatory, or building restrictions that would prohibit making modifications or accommodations to our program. The parent agrees to provide a copy of an IFSP or IEP and permission for our program to communicate with special education personnel and therapists for the purpose of consistency and support in a detailed plan of care as required by DPH. This program is fully compliant with the ADA. Support service professionals, therapists, and special educators will have full



access and cooperation to provide services on site during regular business hours provided they are oriented and agree to follow program policies and procedures.

4. A re-evaluation of the success of any recommendations will take place at a time set by the Director, generally 7 to 30 days from implementation of any recommendations. At that time, a determination will be made to either continue successful programming, modify programming for another 7 to 30 days, or recommend an alternative placement for the child. In such cases, or in the case of non-compliance with this policy, parents will have 2 weeks to make new arrangements unless the child is a danger to himself or others, or disruptive to program quality in which case dismissal from the program shall be immediate. Exclusionary measures are not considered until all other possible interventions have been exhausted and there is agreement that exclusion is in the best interest of the child. If needed, assistance will be provided to help the family access additional services or find alternate placement.
5. The method and schedule for continual monitoring of the child's growth and development will be determined by the Director and will be dependent on the effectiveness of the program for the child. Parents have the right to access any information regarding their child's program and/or development and will be immediately informed should any issues of concern occur. Parents have the right to make on site visits at any time the program is in session.

We appreciate each parent's willingness to collaborate with staff to provide their own child(ren), as well as the other children in the program, with a safe, positive and developmentally appropriate environment. Please retain this copy of our school Behavior Management Policy for reference during the upcoming school year. It is also included in your CHT Parent Handbook. If at any time after enrolling your child in this program, you have questions or concerns related to the handling of your child's behavior or other aspects of this behavior management policy, please do not hesitate to contact your child's teachers or the Director, Will Wintermute, at 203-226-4616

# ENROLLMENT & EMERGENCY INFORMATION FORM

2021-2022



Class: \_\_\_\_\_ Days attending: \_\_\_\_\_ Date of Enrollment: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Child's Name** \_\_\_\_\_ Birth Date \_\_\_\_\_ Address \_\_\_\_\_

Home phone: \_\_\_\_\_ Child's Home Language(s): \_\_\_\_\_

Translation needed Y/N \_\_\_\_\_

**Parent 1 Name** \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Parent Address (if different from child) \_\_\_\_\_

Parent's Employer (name and address) \_\_\_\_\_

**Parent 2 Name** \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Parent Address (if different from child) \_\_\_\_\_

Parent's Employer (name and address) \_\_\_\_\_

**Child's Physician** \_\_\_\_\_ Phone \_\_\_\_\_

Physician's Address \_\_\_\_\_

**Child's Dentist** \_\_\_\_\_ Phone \_\_\_\_\_

Dentist's Address \_\_\_\_\_

\_\_\_\_\_ Health Ins. Policy

Company and Number \_\_\_\_\_ Allergies and

Reaction \_\_\_\_\_ List

emergency medications required: \_\_\_\_\_

**EMERGENCY CONTACTS** (Persons listed must live in the Westport area.) In the event that both parents cannot be reached, I give my permission for the persons listed below to be contacted to either remove my child from school or take whatever emergency measures determined necessary for the care and protection of my child.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

**EMERGENCY AUTHORIZATION** The State of Connecticut requires that all parents sign a release statement for immediate treatment in case of an emergency. I give consent for a trained CHT staff member to administer first aid or CPR to my child and to contact the above named physician or dentist or 911 if my child has a medical emergency. I also give consent for my child to be transported to Norwalk Hospital in the event of a medical emergency. I will be responsible for all medical fees.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby agree that parents assume full responsibility for the protection of the child to and from the School, and agree to not hold the School, Church or any other member of the staff or Governance Committee responsible for any accidental injury that might occur during any activities in which the child might engage from causes not due to the gross negligence or willful misconduct of the School, Church, its employees, directors or agents.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## ALTERNATIVE PICK-UP FORM



Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Unless restricted by a court order, the Student may be released to either Parent/Guardian at any time. The court order must be on file at the school.**

### PERSONS AUTHORIZED TO PICK UP STUDENT FROM SCHOOL:

*The following person(s) are permitted to pick up Student from School at any time.*

#### Name Home/Cell phone #'s Relationship

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Terms and Conditions:

1. Parents are permitted to pick up Student from School at any time without advance notice to the School. 2. School will release Student to Parent or any authorized person listed above (each, an "Authorized Individual") at the normal dismissal time of any School day, including any extended day School activities. Any early pick-up by an Authorized Individual must be communicated in writing by Parent to the School (provided to either the Student's teacher or the Director). Notwithstanding the foregoing, in the event of an unexpected early School closure (e.g., due to inclement weather), the School will release Student to any Authorized Individual. 3. To the extent practical, Parents should ensure that Student is aware of the pick-up plan for each School day. 4. Any Authorized Individual unknown to School staff will be required to show a picture ID before being allowed to pick up Student.
5. If Parents would like to authorize another individual not listed above to pick up the Student from School on any given day, the Parent is required to provide written permission (via text, email or handwritten note) to allow such individual to pick up Student from School on such particular day. Parent should confirm with School staff that Parent's written request has been received. Parent should notify School in writing if such individual is intended to become an additional Authorized Individual.
6. If, at any time during the School year, there is any change in who Parent would like to have listed as an Authorized Individual, Parent should notify the School in writing and provide the updated information.

**PERMISSION AGREEMENT FORM 2021-2022**

Child's Name \_\_\_\_\_ Program \_\_\_\_\_

**PERMISSION TO PARTICIPATE**

\_\_\_ Yes \_\_\_ No Parents grant permission for Student to use all the play equipment and participate in all of the activities of the School, unless exceptions are noted here: \_\_\_\_\_.

\_\_\_ Yes \_\_\_ No Parents grant permission for Student to leave the School premises under the supervision of staff members for neighborhood walks or field trips in an authorized vehicle, with prior parental notification.

\_\_\_ Yes \_\_\_ No Parents grant permission for Student to participate in programs in the Chapel (Seabury), Branson Hall and Christ & Holy Trinity Church, including the courtyard lawn.

\_\_\_ Yes \_\_\_ No Parents grant permission for Student to participate in activities in the indoor play space.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERMISSION TO SHARE FAMILY INFO**

\_\_\_ Yes \_\_\_ No Parents grant permission for its family's name, address, telephone numbers and email addresses to be made available to other parents of children currently enrolled at the School via electronic distribution lists or the School's Parent Directory.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERMISSION TO SHARE/USE CHILD'S IMAGE**

During the school year, School staff and parent volunteers take photos or videos of the children during their daily activities and at school-related events. These may be used in displays within the school, posted on the preschool website or social media sites or used for promotional or marketing materials. Children's names are not used in promotional materials or when images are used in any way outside of the School.

Parents grant permission as set forth below for Students' image to be used in any of the following ways:

\_\_\_ Yes \_\_\_ No Displays within School classrooms, hallways or in the Church's facilities

\_\_\_ Yes \_\_\_ No Class Google site and newsletters to parents in the class

\_\_\_ Yes \_\_\_ No School's Facebook site (viewable by School families as well as general public)

\_\_\_ Yes \_\_\_ No School's Instagram site (viewable by School families only)

\_\_\_ Yes \_\_\_ No Class photo books (can be purchased by School parents at the end of the school year)

\_\_\_ Yes \_\_\_ No School website ([www.chtpreschool.org](http://www.chtpreschool.org))

\_\_\_ Yes \_\_\_ No Promotional or marketing materials to be distributed to prospective families or used to advertise

the School within the community

\_\_\_ Yes \_\_\_ No If Student has a known allergy, Parents give permission for Student's image to be displayed on an Allergy list posted for staff/parents in each classroom.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERMISSION TO RECEIVE EMERGENCY MEDICAL CARE**

In the event of an injury requiring immediate medical treatment, a School staff member would contact Westport Emergency Ambulance Service (911) and, if necessary, the injured child would be transported to **Norwalk Hospital** (located at 34 Maple Street Norwalk, CT 06856) for emergency care. The child’s parents and physician would be notified as soon as possible. If the child’s parents were unavailable, the child’s designated emergency contact(s) would be called. A School staff member would travel with the child to the hospital and stay with the child until treatment is completed or the parent/guardian or emergency contact person arrives.

Parents grant permission for the staff to take whatever steps may be necessary to obtain emergency medical care for Student when warranted. These steps may include, but are not limited to, trained staff administering first aid or CPR or staff attempting to contact a parent/guardian, emergency contact person or the Student’s physician or dentist for consultation. If staff are unable to reach a parent/guardian or physician, staff may call another physician, or may call 911 to have the Student evaluated by emergency services or, if necessary, transported to the hospital in the company of a staff member. Parents agree that any expenses incurred from the emergency medical care for Student will be borne by the Student’s family.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**RESPONSIBILITIES**

I agree that it is the Parent’s responsibility to provide up-to-date emergency contact information and alternate pick-up list information throughout the school year and that the School will not be held responsible for consequences that may arise as a result of false or incomplete information on file.

I agree that the School will not assume responsibility for a child who has not been signed in by Parent or designated caregiver upon arrival at school or when given into School care via the drop off service.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_