

Child's Name: _____ Parent's Name: _____

Check-in/ Check Out

I agree to sign my child in/out every day. It is my responsibility to contact the office if I forget to do this.

Toilet Training

Preschool (3yrs-5yrs) - I understand that my child needs to be completely toilet trained and independent (no help needed) in the bathroom. If my child continually has dirty pants, I will be responsible for picking up my child and changing them at home.

Toddler program - I understand that my child does not need to be toilet trained. I will be responsible for providing 1 box of diapers and 3 containers of wipes on the first day of school and as needed through-out the year.

Tuition Agreement

1. I agree to pay Red Barn Learning Center/ Hillside Academy a **non-refundable** registration/ materials fee as well as a tuition deposit for June upon enrollment. I understand the policy for refunding June tuition is as follows:
 - If I provide written notice of withdrawal before August 1, 2011, my June 2012 tuition will be refunded.
 - If I provide written notice of withdrawal between August 1 and August 31, 2011, June 2012 tuition will only be refunded if Red Barn/Hillside can fill the spot that my child's vacancy created by August 31, 2011.
 - If I provide 30 days written notice of withdrawal August 31, 2011 or after, June 2012 tuition will only be refunded if Red Barn/Hillside can fill the spot that my child's vacancy created within 30 days. I understand I am obligated to pay the tuition for the 30 days following the date I give notice.
 - If I provide 30 days written notice of withdrawal after January 1st, 2012, I understand that I am obligated to pay the tuition for the 30 days following the date I give, and I will not receive a refund for June 2012 tuition.
2. I agree to pay tuition on or before the 1st of every month. If the 1st falls on a weekend or holiday then tuition is due the last business day before the 1st.
3. If tuition is not received by the 3rd of the month, a \$25 late fee will be charged.
4. I will receive a 5% discount for full year tuition paid by August 1st, 2011
5. I understand that tuition is based on the 10 month school year for *preschool only* programs and 12 month year for full time child care and tuition is due in full each month regardless of illness, weather, closures or vacations.
6. I know that I will be charge \$10 (\$11 for toddler) per hour or portion of an hour if I drop my child off before the designated drop off time or after the designated pick-up time.
7. I understand that a \$25 fee will be applied for all returned checks.

Breaks

1. I understand that *preschool only* children attending during winter, mid-winter, spring or other breaks will be charged the daily child care rate on top of regular preschool fees.
2. I understand that I will be charge for any days that I sign up, regardless of whether my child attends or not. I know that no refunds are given if my child does not attend.
3. I understand that Red Barn/Hillside is completely closed and care will not be available on the following days: Labor Day, Thanksgiving and the following Friday, the week of Christmas Day or the week before Christmas Day if it falls on the weekend, January 31, Memorial Day, the Fourth of July & Labor Day.



Vacations

1. I understand that Red Barn/Hillside does not prorate tuition and does not give credits for any breaks or vacations during the school year. If a tuition payment is due during my vacation, I know that I must submit payment before I leave, predated checks are accepted.
2. As a full-time childcare family, in order to guarantee a space in my child’s classroom in the fall I will be required to pay for full time care through the summer. I will receive credit for up to 1 week of vacation time during July or August, with written notice at least 30 days in advance.
3. If I choose not to pay to hold my child’s placement, I understand that I am withdrawing from the program and 30 days written notice is required.

Withdrawal

I agree to give thirty (30) days written notice if I plan to withdraw my child and I understand that I am obligated to pay the tuition for the 30 days following the date I give notice. It is my responsibility to notify the school by submitting a written notice or sending an email to the office. The 30 days will be calculated from the date the notice is received. I understand that if my child is asked to leave for any reason, I am still required for tuition for the next 30 days.

Reduction in Schedule

I agree to give thirty (30) days written notice if I plan to reduce my child’s schedule and I understand that I am obligated to pay the current tuition for the 30 days following the date that I give notice. It is my responsibility to notify the school by submitting a written notice or sending an email to the office. I understand that my June 2012 prepaid tuition will be adjusted to reflect the new schedule only if Red Barn/Hillside can fill the spot that my child’s vacancy created within 30 days of my written notice.

Picture/Photo Publication Consent

I hereby GIVE / DON’T GIVE (circle one) permission for my student’s picture to be published and used for school publicity, press releases and school publication (electronic or otherwise).

I understand that no personal student information (name, phone, address) will be released as part of Red Barn Preschool or Hillside Academy’s use of photos for publicity relations.

_____ Initial _____ Date

Transportation

My student has permission to be transported to Red Barn Learning Center/Hillside Academy as well as the field trips and related outside activities by the following means (Please check permitted means of transportation):

Walking Staff in personal or facility vehicle Red Barn/Hillside parent in personal vehicle

I understand that Red Barn Learning Center/Hillside Academy does not check the driving records or the insurance coverage of parents who transport students to and from off-site activities and that no child will be allowed to be transported unless this section is filled out, initialed and dated.

_____ Initial _____ Date

Parents/ Guardian Signature: _____ Date: _____

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