



Preschool, Pre-K, & Kindergarten
Admissions Agreement

Child's Name: _____ Date of Birth: _____

Parent's Name: _____ Parent's E-Mail: _____

Start Date: _____

** Admissions agreement subject to change with notice

- **Enrollment Eligibility:** Children ages 2 years old until entrance to Kindergarten are admitted to Planet Preschool. No child will be refused enrollment because of gender, race, or religion, or that of their parents.
- **Eligibility:** All children entering our program must be potty trained. Children must be accident free for the 2 weeks prior to enrolling.
- **30 Day notice:** We require a minimum enrollment of 3 months along with a 30 Day notice in order to apply your deposit. Notice is accepted via email or written while a student is still enrolled. Unfortunately, without meeting both these requirements, your deposit is not refundable.
- Your contract remains in effect until we receive a 30 day notice of your intention to change or cancel your contract. Upon a 30 day notice, and enrollment of a minimum of 3 months, your deposit will be applied towards your last month of care.
- **Tuition and Fees:**
 - First Months tuition
 - Deposit
 - One time School Registration Fee
 - Annual Summer Registration
 - Annual Materials Fee
 - Curriculum Fee

- Tuition is due on the 1st weekday of each month. Payments received after the 5th of each month are considered late and will be charged a late fee of \$50. No credit is given for holidays or days absent due to illness or vacation.
- Registration and materials fee given to add to the waitlist is non-refundable.
- **Holidays:** Planet Preschool will be closed to observe 11 holidays, 2 staff development days, 1 teacher prep day and 3 half days. Please see calendar/website for specific days.
- **Food:** Planet Preschool will provide breakfast, lunch and afternoon snacks. Milk and water are provided with meals. We do not allow outside food or snack. We are a nut free environment. School menu is subject to change without notification. Menu is available online.
- **Bedding:** We will provide bedding set that meets licensing guidelines. Any of the items can be substituted with home items of equal or smaller size. In the event the items are lost or need to be replaced they are available for purchase. Please do not put bed bag in the dryer.
- **Hours of Care/Late Pickups:** We are open Monday- Friday from 7am-6pm. It is important and necessary for you to pick up your child on time. A child whose ride is late experiences great anxiety and worries. We understand that emergencies happen. If an emergency occurs, take time to give us a call. There is a \$5.00 charge and a \$1.00 per child for each 1 minute when you are late, which is due the following school day. After the 3rd occurrence, there will be a \$5.00 charge and a \$5.00 per minute late fee due the following school day. The family will be asked to come in to discuss other options.
- **Sign in & Out:** All children must be signed in and out daily with **a full signature of an authorized adult**. When signing your child in, please state who will be picking up your child if other than you. Your child will not be released to anyone who is not on the emergency form and **with proper ID**. No exceptions. **Please do not leave a phone message.** We are not always able to pick up these messages right away. The safety of your child is very important to us and is not taken lightly and for granted.

Planet Preschool provides a Parent Handbook with more information.

I have read, understand and agree to abide by all or the above policies and conditions.

Parent/Guardian

Signature _____ Date _____