



Early Learners 1 & 2 Admissions Policy

Child's Name: _____ Date of Birth: _____

Parent's Name: _____

Email Address: _____

Start Date: _____

Enrollment Eligibility: Children ages 2- 5 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.

- **Early Learners 1:** All Early Learners 1 entering the program are required to supply their own diapers, wipes, ointment (if needed). Early Learners 1 can enter the program on their second birthday (September 2, 2015- September 1st, 2016)
- **Early Learners 2:** All Early Learners 2 entering the program must be potty trained. Children must be accident free for the 2 weeks prior to enrolling. We expect there to be random accidents, but in the event your potty trained child has 2 or more accidents a week there will be a service charge of \$50 a week.
- **First day:** We know the first day can be hard for both child and parents. Days prior to starting school we strongly recommend talking to your child about school, what will happen, etc. Our method for adjustment is as follow: On the car ride to school talk to your child about where you are going, how you will drop them off and will pick them up later in the day. When you get to school be ready to say good bye to your child after you sign in. Our teachers are ready to help your child, and this is a crucial time for your child and the teachers to bond. Your child forming a bond with the teachers helps with the adjustment to school.

- **Acclamation:** In most cases it takes children 2 weeks to adjust to a new school/ environment. After two weeks you feel our method is not suited for your family and you choose to leave; as you feel your child is not adjusting. You are entitled to a refund of the deposit and a prorated amount of the tuition for the month (your registration and materials fee are non refundable).
-
- **Notice of change:** Your contract remains in effect until we receive 4 weeks written notice of your intention to change or cancel your contract. Upon written notice your last month's tuition will be applied for the proper amount of time towards your last month of care.
- **Tuition and Fees:** The first month's tuition, deposit, one-time non refundable enrollment fee of \$150.00, with an annual Materials fee of \$130.00 (non refundable), summer registration. A 30 day's notice will be given for any modification of fees charged.
- **Waitlist:** Registration and Materials fee that is given to join the waitlist in non- refundable
- **Payment Due:** Payment is due on or before the 1st day of the Month. There is no credit given for holidays or days absent due to illness or vacation. Payments after the 5th will be considered late and will be charged a \$50 late fee.
- **Late Pickups:** It is important and necessary for you to pick up your child/and or carpool 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.

What to bring:

- **Extra Clothes: Please LABEL:** pull ups, shirt, pants, underpants, sock and closed toe shoes, should be left in your child's cubby. Please replenish child's clothes as needed according to child's growth.

More things to know:

- Toilet Learning: Parents are in agreement that they are starting/ continuing the potty training process at home. Upon dropping off in the morning it is the parents responsibility to take the child for the first diaper change of the morning/ take your child to use the bathroom for toilet use.
- Meals: We provide: breakfast, lunch, and afternoon snack for all children. They will be given nutritious meals that are partially organic consisting of children like foods: Vegetables, Grains, Pastas, Soups, Fruit, Juice and Milk. Posted menus have more specific details.

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_____

Planet Preschool Director

Signature_____Date_____