



Circle of Friends Preschool

1211 Manitou Road

Hilton, NY 14468

392-4010

Parent Contract

We (parents' name) _____ parents of (child's name) _____, hereby enroll our child in the Circle of Friends Preschool program. Upon signing this document, we understand that we enter into a contract with the school for one academic year (September - May) and are in agreement with the following terms. We understand that failure to fulfill the terms of this contract, subsequent to acceptance into the program, could jeopardize our child's position in the school, as well as the integrity of the program.

We, the parents, acknowledge that Circle of Friends Preschool is a cooperative school. We understand that a cooperative school is a program owned and run by the sum of its parent members, and that we are required to participate in the classroom as a parent helper (on the designated day(s)) and attend monthly field trips/special events with our child (or designate an appropriate sponsor such as a grandparent, family member or caregiver).

As parent members of Circle of Friends Preschool, we understand our specific duties as:

1. Helper Day Requirements
 - a. For Helper Opt-In Students ONLY: One or both parents shall participate as a parent helper, assisting the teacher and teacher's aide in the classroom for an assigned number of sessions (4-6 classes depending on class size. Dates decided upon mutually with other parents and the Class Chairperson at Orientation Night in September).
 - b. For Helper Opt-Out Students ONLY: One or both parents shall participate as a parent helper, assisting the teacher and teacher's aide in the classroom for one session (child's true birthday or half birthday if their true birthday falls in the summer).
2. On our designated parent helper day we will provide a healthy snack and beverage for all children in our child's class.
3. We will provide transportation for our child to and from Circle of Friends Preschool, as well as to school sponsored field trips.
4. We are required to attend the Parent Orientation/Budget meeting held in September prior to the school's opening.
5. We are required to remain informed of program scheduling and issues via the school's monthly newsletter, bulletin board (at the entry of school), as well as telephone and meeting communications from our Class Chairperson (whom we will meet at Orientation Night in September).
6. We will give strong consideration to the possibilities of serving on the School Board or Special Committees, if so nominated.
7. We understand that fundraising activities are conducted to control tuition rates and provide equipment for the school.

Child School Entrance Qualifications:

1. In order to enter school in September, the child in the “four year old” class must be four (4) years of age on or before December 1st. Children entering the “three year old” class must be three (3) years of age on or before December 1st.
2. Children must be fully toilet trained of the school year. We understand that if our child is not fully toilet trained by June 1st, we agree to contact the Registrar before making our first payment.
3. We understand that an immunization form as well as parent contract must be completed and signed before our child can attend school.
4. We understand that the school’s refund/withdrawal policy is: A refund will only be affected if another student replaces my child’s position in the class. If for any reason after signing this contract we elect not to send our child to Circle of Friends Preschool, we understand it is still our responsibility to pay tuition in full for the school year until another student replaces our child’s spot. This would only be after the class is at full enrollment. If we do not pay the tuition in full, we understand that Circle of Friends has the right to take legal action on collecting this tuition.
5. The child will not be allowed to attend class and should be kept home from school when he/she is ill or having any of the following symptoms: vomiting, diarrhea, fever or any contagious illness.

Tuition:

1. For any child enrolled in the school: tuition payments will be made on time, no exceptions. If payment is not received in a timely manner, Circle of Friends will have the right to notify us the parents that our child cannot attend class until payment is made up to date. Should we chose not to send our child back, we understand it is still our obligation to pay the tuition in full.
2. If payment is more than ten (10) days late, a \$15.00 late fee will be assessed to the tuition payment.

Mother’s Signature

Father’s Signature

Date: _____