

## **Outdoor Preschool 2015-2016 Enrollment Contract**

\*Please submit with Admission Form and a payment for one month's tuition. This is a non-refundable payment made in advance for the child's last month of enrollment.

*Outdoor Preschool accepts cash, bitcoin and personal checks.*

Child's Full Name: \_\_\_\_\_

Enrollment Date : \_\_\_\_\_ Starting Date: \_\_\_\_\_

Full Day 8:30am-3:30pm or Half Day 8:30am-1:00pm

Withdrawal Date: \_\_\_\_\_

I/We contract to enroll \_\_\_\_\_ (print child's name) at Outdoor Preschool for the above chosen dates and times in 2015-2016. I/We agree to pay \$\_\_\_\_\_ total tuition for the 2015-2016 calendar year. Enclosed is the last month's tuition payment.

If applicable, I/We agree to pay \$\_\_\_\_\_, a non-refundable holding rate, due upon enrollment into the program for families wanting a space to be held for their child more than two months in advance of their child's starting date.

I/We choose to pay the tuition fee using (choose one):

\_\_\_\_\_ 1) Annual payment, paid at least two weeks in advance of starting classes

\_\_\_\_\_ 2) Session payments, paid at least two weeks in advance of the start of a session

\_\_\_\_\_ 3) Monthly payment paid at least two weeks in advance for the first month, then subsequent payments are due on the 15th of each month thereafter

NOTE: You may be eligible for a full or partial subsidy through Addison or Chittenden County Childcare Association. They may be reached at xxx-xxx-xxxx. (For Vermont residents only.)

### **Initials Required Below:**

\_\_\_\_\_ I/We understand that no refunds will be given for dates missed due to illness, vacation, national holidays, and inclement weather.

\_\_\_\_\_ I/We understand that there is a \$20.00 late fee for payments made 7 days overdue and a \$25 NSF (non-sufficient funds) fee for returned checks. If tuition is one month late, we will use your last month's tuition for the unpaid month and

your child's enrollment will end. Please contact us as soon as possible to discuss a special payment plan if needed.

\_\_\_\_\_ I/We acknowledge the following process for a Notice of Schedule Change or Request Withdrawal: At Outdoor Preschool, we will do our best to accommodate schedule changes. A written request is required 2 months in advance of a change in schedule or requested withdrawal in order to give our program enough time to fill the space. If we fill the space before 2 months is through, you may have the opportunity to withdraw earlier. If sufficient notice is not given prior to withdrawal, families are still required to pay for all scheduled days corresponding to the full 2 month period whether or not their child is still attending.

\_\_\_\_\_ I/We understand that Outdoor Preschool reserves the right to terminate a child's enrollment at will.

### **Medical Emergency Authorization**

\_\_\_\_\_ In the event on an injury, I authorize staff to administer first aid to my child as deemed necessary. First Aid may include, but is not limited to: washing affected area with mild soap and water, using sterilized tweezers to remove debris or splinters, applying antibiotic ointment, dressing wound with a bandage. In the event of a medical emergency, I authorize emergency medical personnel to care for my child and to transport him/her to the hospital. I understand that every effort will be made to contact me in case of emergency. I hereby authorize the Outdoor Preschool to obtain emergency medical care for \_\_\_\_\_ (name of child).

### **Privacy Authorization**

Please review the following practices and initial each item to which you consent. If you do not consent, we will not share the information about your child.

\_\_\_\_\_ We may post photographs of your child in the classroom.

\_\_\_\_\_ We may post the name of your child on their cubbie.

\_\_\_\_\_ We may post artwork or project activities in the classroom that identify your child by name.

\_\_\_\_\_ We may post photos of your child in our program marketing literature and on the website.

### **Initials Required Below:**

\_\_\_\_\_ I understand that Outdoor Preschool is a nature-awareness preschool and involves a significant amount of time spent outside in the elements. I give permission to educators to take my child for walks along nearby trails. These walks will involve crossing small bridges and streams, wading in shallow streams, climbing on trees, hills and other unknown factors, which can contribute to injury, such as but not limited to scrapes, bumps and bruises.

\_\_\_\_\_ I've read the Family Handbook and I agree to accept and abide by the policies, terms and conditions therein. I've been given a general description of types of outdoor activities, risks involved and the clothing required.

\_\_\_\_\_ I give educators permission to assist in applying sunscreen or bug spray on my child when requested and/or when supplied by me.

\_\_\_\_\_ I understand that the program has a password-protected web portal, accessible only to currently enrolled families. Families may not duplicate or distribute any of the content within this portal. The program shares daily notes, photos and videos from the day's activities on this portal. I understand that my child's name and photos will be shared with other currently enrolled families who visit the secure portal.

\_\_\_\_\_ I understand that prospective families may visit the program while my child is present. All visitors will be asked to sign a confidentiality agreement and will never be alone with children.

By signing below, I hereby agree to the above terms and conditions and I affirm that the Outdoor Preschool program, its employees and volunteers may not be held liable for injuries my child suffers while in care.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Director's Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Please Note: This contract binds all parties to the terms and conditions herein for one year from the above date. If Outdoor Preschool alters the contract, families will be notified before the changes take effect and a new contract will be signed prior to implementing the changes. If families need to request a change in payment schedule, an amendment will be created with written agreement by all parties.