

Pinnacle Presbyterian Preschool 2023 - 2024 Policies and Procedures

Please read and initial the following statements. If you have questions, do not initial the item until you've had your question answered by PPP administration and understand it completely.

1. ___ Registration is for the entire school year. In the event that I will need to withdraw my child, I will give the preschool thirty days (30) written notice. If I fail to comply with this requirement, I will be charged one month tuition to cover any monetary loss incurred by the preschool.
 - If your child is withdrawn after July 1st, 2023, there will be no refunds of tuition.
 - If your child is withdrawn after March 1, 2024, you will be obligated to pay your child's tuition for the full year of enrollment.
 - I understand that my child will be released from the program if he/she cannot benefit from the program or presents a danger to themselves or others as determined by their teacher(s) and Director.
2. ___ To pay a non-refundable registration fee of \$250 per year, per child. Sibling Registration fee is \$125 per year. Fees are due at the time of turning in Registration paperwork. Registration fees are not transferrable.
3. ___ Tuition is based on an annual rate and no tuition refunds due to illness, inclement weather, labor strikes, power and/or water outages, holiday closings or other legitimate conditions beyond the control of the preschool.
4. ___ Tuition is to be paid only by automatic debit from an account of your choosing. It is calculated on an annual basis and only as a convenience, it can be paid annually, bi-annually, or divided into ten equal payments from July 1st through April 1st.
5. ___ I have read the PPP Parent Handbook (located on the preschool website at pinnaclepreschool.org) and agree to abide by all the rules and regulations.
6. ___ I understand the policy to keep my child at home according to the preschool health care policy. Children too sick to participate in full program (indoor and outdoor) need to be kept at home. Parents are to call the preschool by 9:00 am should the child not be attending. The preschool number is 480-585-9448, ext 2 .
7. ___ To notify the staff when my child is ill or any family member has a contagious disease.
8. ___ To provide lunch, if applicable (following nutritional guidelines) and a complete set of labeled extra clothes.
9. ___ To provide information on how to contact me in an emergency situation (including address, phone number, employment, and other emergency information) which I will update when changes occur.
10. ___ To notify a teacher and sign in and out every time I, or someone I authorize, enters the preschool to drop off or pick up my child. Please be prompt in your arrival and departure. Not only can it be awkward for children to be the last one to arrive, it can be disruptive to the rest of the class. It is also very upsetting for a child to be left behind when everyone else has already been picked up. A late fee of \$10.00 per every 5 minutes will be assessed to parents who arrive late.

11. ___ To discuss any concerns I may have with the classroom teachers prior to discussing with Director.
12. ___ To read all emails, newsletters and other written materials that I am given throughout the year by the classroom teachers and preschool office.
13. ___ I will submit all required registration forms including the school health form and immunizations before my child can attend.
14. ___ To obtain health immunizations for my child annually (required by the preschool, NAEYC, and the American Academy of Pediatrics). School health forms and immunization records must be updated annually to meet requirements.
15. ___ To complete a medication consent form when requesting medication administration.
16. ___ I understand that the preschool will keep ongoing assessments of my child as an integral part of the program. Assessments are gathered through a variety of methods including observations, checklists, and anecdotal records; all information gathered therein will be collected and maintained in my child's portfolio, which is available to me at any time.
17. ___ I agree to participate in Parent Conversations with my child's teachers in January, 2024.
18. ___ I understand that all tuition paid covers only a portion of the operating costs and I will be required to contribute two hours of my time to a Parent Teacher Committee, any fundraising efforts or by volunteering in the classroom.
19. ___ I understand there may be additional changes or revisions to these Policies and Procedures related to updated COVID-19 regulations.

Child's Name: _____

Parent's Signature _____ Date _____