



*Chrysalis Preschool*

## POLICIES

Applications for enrollment are accepted without regard to race, religion, gender or national origin. No, religious doctrine is taught, although we do stress accepted standards of personal integrity and ethical behavior. Every child, including presently enrolled children must reapply each year. I understand that the application for admission is not considered accepted until I have received an acknowledgment letter signed by the school director.

Children must be 3 years at the time of enrollment. Children must be trained in bathroom habits. Wearing diapers or training pants is not acceptable.

## HEALTH AND EMERGENCY

By signing the enrollment application, you authorize Chrysalis Preschool to obtain emergency medical and/or dental care or emergency evacuation for your child at your expense. You also certify that you have provided all pertinent information on the enrollment application regarding medical conditions or allergies that affect your child.

Children must be kept home from school if they exhibit such symptoms as: fever, diarrhea, vomiting or other contagious indicators. If a child shows signs of illness or infection while at school, parents should pick up the child within one hour or have another authorized adult pick up the child. Children must be free of symptoms for 24 hours before returning to school.

As standard policy, Chrysalis Preschool does not administer medication to children. However, Chrysalis Preschool will make provisions to administer medication for certain life-threatening conditions that require emergency attention. The State mandates that parents notify the school if they or their children contract any communicable disease such as chicken pox, hepatitis, measles, etc. The school will notify parents if their child is exposed at school to a communicable disease.

The State also mandates that all children must be immunized in order attend school, and that parents provide updated information to the school as the child becomes of age and receives further immunization. Please refer to the State School Immunization record for the current requirements.

In case of emergency, we will attempt to contact the parent or guardian. If neither can be reached, we will contact the persons whose names are listed on the child's Identification and Emergency information form, and the paramedics if necessary. Persons listed on the emergency form should be aware that they are listed, speak enough English to respond to the situation, and have agreed to pick up your child when called.

## WITHDRAWAL OR TERMINATION

Chrysalis Preschool reserves the right to terminate any student's enrollment at any time for any reason not prohibited by law, if, in Chrysalis Preschool's sole judgment, the student is not meeting Chrysalis Preschool's standards and program goals. The unused tuition will be refunded in such a case. Withdrawal may required if tuition and late fees are not paid in a week from the time that they are due. It is important to Chrysalis Preschool that a good relationship exists among parent, student, teachers, and staff.

Chrysalis reserves the right to discontinue or decline continued enrollment/services to parents or guardians who, in Chrysalis Preschool's sold judgment, are uncooperative, are abusive to school



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administrators and staff, or who, in Chrysalis Preschool's opinion, will not be satisfied with the school's best efforts. Children who attend Chrysalis Preschool should be at a maturity level such that they do not have violent temper tantrums which involve kicking, biting, hitting, throwing objects, etc. Engaging in these types of tantrums will lead to prompt termination of a student's enrollment. By signing the attached Application for Enrollment you agree to pay tuition monthly for the entire 2016-2017 school year from September 1 2016-May 31 2017.

## MEDIATION OF DISPUTES

If you have a legal or other claim against Chrysalis Preschool or any of its employees which you have not been able to resolve through negotiation with the school, including by not limited to, any dispute arising from the attempt to enroll or the enrollment of your child(ren) in Chrysalis Preschool, you agree by signing the Enrollment Application to submit the dispute to mediation. The mediation will be conducted at the office closest to the school.

## SCHOOL HOURS AND ATTENDANCE

No school is held on legal holidays or school breaks. See school calendar for exact dates. The parent must have an alternate care provider for these days. After the appropriate departure time, care for each child will be at the following rate: 5-10 minutes \$5, 11-20 minutes, \$10, and \$5 for every ten minutes thereafter. Payment should be made when the child is picked up.

## DAILY SCHEDULE:

Mornings: 8:45-11:30 a.m. Afternoons: 11:45 a.m.-2:30 p.m.

1. A nonrefundable application fee of \$45, as well as one month's tuition will be charged for each application submitted.
2. Tuition payments are due on the first of each month, we do not send a monthly statement.
3. A \$10 late fee is charged for unpaid balances after the fifth of each month.
4. There is a \$25 fee for returned checks.
5. No deductions, refunds, or make-ups days will be given for absences or holidays.
6. By signing the enrollment application, you agree to pay all attorney fees, courts costs, filing fees including charges or commissions up to 50% principal balance that may be assessed to Chrysalis Preschool by any collection agency retained to pursue past due balances.

## MONTHLY TUITION:

2 Half-days: \$129, 3 Half-Days: \$175, 4 Half-Days: \$235, 5 Half-Day/Pre-Kindergarten \$295  
4 Full-Days \$470, 5 Full Days \$590  
Extended Care Prices: \$4.95 an hour.