

St. Mary's Preschool 2020-2021

Parent Agreement

TUITION PAYMENTS:

Tuition is based annually that is divided into 10 equal payments for your convenience.

Tuition is due before the last day of the month beginning in August.

If tuition is not paid by the last day of the month you will be charged a late fee of \$50.

If payment is not received by the 5th of the following month, your child will not be able to return to school until it's paid in full.

The first tuition payment is due by August 31st. You can drop it off at the preschool office or mail it to 6316 Matchett Rd. Orlando, FL 32809

Check or Money order is accepted t this time. St. Mary's Preschool will be offering an on-line option in January 2021. Returning parents may continue to make payment through the SmartCare if registered.

RETURNED CHECK POLICY:

If your check is returned for you will be contacted by email and asked to pay the amount due plus a \$35 returned check fee.

If we receive more than 2 returned checks from you, you will be required to pay by money order **only**.

LATE PICK -UP POLICY:

A dollar a minute fee will be charged for every minute the child remains after their program end time.

To avoid this fee at the noon pick-up, children may be placed in “Lunch Bunch”.

To avoid charges after the 2 pm pick-up ask about our “Happy Endings” program.

St. Mary’s extended hours end at 4:00 pm, Monday thru Friday. All children should be picked up prior to our closing times.

EARLY WITHDRAWAL:

We require a 2-week written notice of withdrawal. Because tuition is collected after care is given, you are responsible for all months your child attends.

ILLNESS POLICY:

Students will have their temperatures checked daily. Any student with a fever of more than 100.4 must remain out of school for 48 hours after the fever has broken without fever reducing medications. We will not allow a doctor’s note for returning before the 48 hours.

Any student showing any concerning signs of a respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc. Will be sent home to be cleared by a medical professional.

Parents are required to contact the St. Mary’s Preschool within 24 hours to inform the school what the illness may be.

Any signs/ symptoms such as but not limited to diarrhea, temperature of 101 degree or higher, pink eye, exposed, open skin lesions child is required to be picked up from school within 30 minutes of notification and cannot return to school until he/she is free of all symptoms for a full 24 hours.

Please refer to the Parent Handbook for more details on our illness policy.

DISCIPLINE PHILOSOPHY:

Children cannot become self-disciplined unless adults teach them right from wrong. At St. Mary’s Preschool, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in the school. We will utilize positive discipline and guidance techniques. The purpose of discipline is to help children develop self-control, and to teach children that each person is responsible for his own actions.

DISCIPLINE POLICY:

Our discipline procedures consist of positive redirection, and logical consequences. St. Mary’s preschool prohibits the use of physical punishment at our facility.

St. Mary’s Preschool reserves the right to refuse future participation to a child, whose behavior has become disruptive* and that cannot be corrected within the limits of our facility.

** Distracts from the full benefit of the preschool program • Requires constant attention from the teachers • Inflict physical or emotional harm on other children, adults, or self • Disrespects people and materials provided in the program • Verbally threatens other students or teachers*

By signing below, I agree to abide by all the policies set forth by St. Mary’s Preschool including those not listed here but that can be found in the Parent Handbook.

Child’s Name _____

Parent Signature

Date

