

Kirksville Child Development Center Parent Agreement

I am enrolling my child _____ in the
 Kirksville Child Development Center. 

Parent/guardian please read following obligations thoroughly before signing:

1. I understand the philosophy and function of a parent cooperative preschool and accept responsibility to actively participate in the Kirksville Child Development Center. By enrolling my child in the K-CDC, I agree to become a member.

2. I will attend the orientation session. This is usually scheduled the week before school starts in August from 6-8 in the evening. Childcare is not provided.

3. I will attend member meetings, to be held one time per semester, usually in November and May. The meetings have 2 purposes. First, the business aspects of the center are discussed and voted upon. Second, a parent education topic is shared through articles/videos and discussed as a group. This community aspect and discussion is very valuable to raising our kids! Materials include information about child development for preschoolers.

4. I agree that my family will volunteer at least 4 hours per month for a total of 40 hours per school year (more for the summer if there is summer school), and realize that more frequent parent participation is encouraged. **You will have a record sheet in your cubby for recording your own volunteer hours!** If in any given month my family is unable to fulfill the four-hour participation requirement, I understand that a buy-out option of \$50.00 per month is available.

Participation options include: classroom helper, guest speaker, cleaning, workdays, building maintenance, mowing, field trip volunteer, board or committee member, and more.

5. If I volunteer as a classroom helper, I will be considerate of the fact that the teachers have overall responsibility for the program, teaching methods, discipline, and health and safety measures, and that I am their assistant. I understand that all classroom helpers must:

- a. Attend the orientation session.
- b. Complete parent education/training if necessary for licensing.

6. As required by licensing, I will provide the following information and will be responsible for keeping the K-CDC informed of any updates:

- a. Full contact information regarding the child's physician
- b. Complete information concerning allergies, health issues, or dietary requirements of my child
- c. Immunization forms as required by the state of Missouri
- d. Full parent/guardian contact information, including home, work and cell phone numbers
- e. Names, addresses and telephone numbers of one or more designated adults who may be contacted in the event of an emergency if the parent cannot be reached. These individuals must be authorized by the parent or guardian to pick up the child from the K-CDC or a K-CDC event, either at the end of the day or otherwise.

7. In the event that I cannot be reached, I authorize the K-CDC to secure for my child any emergency medical treatment deemed necessary.

8. I will not send my child to school if the child is ill, nor will I attend as a classroom volunteer when I am ill. If

my child contracts a communicable disease such as flu, chickenpox, head lice, or strep throat, I will notify the Director immediately.

9. I will pay my child's tuition fees according to procedures adopted by K-CDC. I understand the tuition is due on the first of each month and is delinquent after the 10th. A late fee of \$10 will be assessed with overdue payments. A fee of \$25 will be charged for a returned check. For the 2014-2015 academic year, the tuition rates are listed below and are payable in 10 installments, August through May. If I receive assistance through the state of Missouri (DSS), I understand that both my portion of tuition **and** the sign-in sheets for the previous month are turned in by the 10th and that a late fee will be assessed if this is not completed.

Full-day (5-day): \$4200.00

Part-day (5-day): \$2100.00

Part-day (3-day): \$1450.00

Part-day (2-day): \$950.00

11. I understand that the K-CDC does have an option for bartering for tuition for the activities of substitute teaching and mowing in the summer. I can talk to the director if I am interested in this option. The requests will be reviewed by the board.

12. **NON-PAYMENT OF TUITION:** It is very important that tuition be paid on time. In the event that tuition payments are late, parents/guardians will be given up to one month to make up the payment, unless suitable payment arrangements have been made and approved by the Executive Director and board of directors. A reminder of tuition payment will be sent home by the 15th of the month. The K-CDC reserves the right to access an additional charge of up to 10% of the amount past-due tuition. If, after one month, payment has not been made, a letter will be sent home to the parent requesting immediate payment. They will be given two weeks to complete payment; otherwise, the child's enrollment in the preschool can be terminated. The K-CDC makes every effort to help families facing financial hardship. Please call the Board Treasurer or the Executive Director to make payment arrangements if there is a need.

13. I understand that my child should arrive by 9:00am and be picked up between 11:15 and 11:30am (part-day) and no later than 5:30pm (full-day). For each ten-minute period past 11:30am and 5:30pm, respectively, there will be a \$10 charge payable to the K-CDC.

14. If it becomes necessary to withdraw my child from school, I will give two weeks' notice, in writing, to the Director, and will be financially liable for two weeks' tuition if notice is not given.

15. I have received and read a copy of the K-CDC Parent Handbook.

14. All parents/guardians responsible for the above child need to sign this form. Thanks!

Signature of parent or guardian _____ **Date** _____

Signature of parent or guardian _____ **Date** _____

The K-CDC does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation, marital status, disability or handicap.