



THE TRAIN STATION PRESCHOOL CHILD PLACEMENT CONTRACT

As of _____ The Train Station Preschool agrees to provide child care services for the following named child(ren):

(Printed Name of Child)

(Date of Birth)

(Printed Name of Child)

(Date of Birth)

Contract Provisions:

- 1) The Train Station Preschool agrees to reimburse prepaid tuition providing the Parent or Legal Guardian provides two weeks written notice of their intent to withdrawal from school.
- 2) The Parent or legal guardian of the child may change said Childs schedule at any time providing there is space available at the preschool and two weeks notice is given
- 3) Vacation time may be taken at anytime and tuition will be adjusted providing two weeks advanced notice is given. Vacation time is defined as full weeks only.
- 4) Students may not exceed a nine hour school day. Families must provide a schedule of arrival time and pick up time. No child may arrive to school after 10:00 a.m.
- 5) Tuition is to be paid one month in advance. For example: Tuition for the month of September is to be paid on or before August 1st. On the 15th of August a \$25.00 late fee will be assessed to the Child's account. Tuition for the month of October is to be paid September 1st and on September 15th a \$25.00 late fee will be accessed to the Child's account.
- 6) If account is delinquent in payments the student will be asked to discontinue attendance until account is paid in full. Tuition will continue to be charged to maintain enrollment until parent states their intent, in writing, two weeks in advance to withdrawal their student.
- 7) There will be no credit given for sick days, partial week vacation days, snow days, or days the child does not attend other than pre-scheduled full week vacations with two weeks advanced notice given.
- 8) Two snacks per day, one in the morning and another in the afternoon will be provided by the school. Breakfast, Lunch and Dinner must be provided by parents.
- 9) Accident/Injury/incident reports must be filled out immediately, signed, dated, and initialed by the director. Parents may need to be contacted by phone before pick up time, depending on the severity of the accident/injury/incident. The report should be reviewed with the parents when they arrive. Parents must sign the form and they should receive a copy. A copy must be placed in the child's file.
- 10) Staff members will wear disposable rubber gloves every time they are dealing with blood, vomit, urine or any other bodily fluids, and will keep all children away from the area. Staff members will wash hands immediately after gloves are removed with soap and water. Staff members are also required to attend a blood born pathogens training within six months of date of hire.
- 11) When washing hands staff must use soap and hot water washing thoroughly including under nails. Staff must wash hands before and after food preparation or serving. After assisting in

