

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 (hereafter "Preschool") agrees to reimburse unused prepaid tuition contingent upon the Parent(s) or Legal Guardian(s) (hereafter "Families") provide two weeks' written notice of their intent to withdraw the Child/Student (hereafter "Child") from the Preschool.
- 2) The Families of the Child may change said Child's schedule at any time on the condition that there is space available at the preschool and two weeks' written notice is given.
- 3) Vacations may be taken at any time. Tuition will be adjusted for up to 3 weeks off during the Academic Program and up to 2 weeks for the Summer Program. Two weeks' advanced notice given in writing to the Director and must be taken in full week segments.
- 4) Child may not exceed a nine hour school day; a fee of \$1.00 per minute will be charged for pick up after nine hours. Families must provide a consistent schedule of drop off and pick up time. No Child is admitted to school after 10:00 AM.
- 5) Tuition is divided into two terms: Academic and Summer. Families may pay tuition in full prior to Child's first day or in equal monthly payments. Payment plans are made through our student information system and tuition management company, FACTS. Failure to establish a payment Service Agreement with FACTS may result in a dismissal of Child from the Preschool.
- 6) If account is delinquent in payments, Child will discontinue attendance until account is paid in full. Tuition will continue to be charged to maintain enrollment until Families state their intent, in writing, two weeks in advance to withdraw Child.
- 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 Families.
- 9) Accident/Injury/incident reports will be filled out immediately, signed, dated, and initialed by the director. Families may need to be contacted by phone before pick up time, depending on the severity of the accident/injury/incident. The report will be reviewed with the Families when they arrive. Families may need to sign the form and should receive a copy. The original will be placed in the Child's file.
- 10) Preschool staff 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. Preschool staff will wash hands immediately after gloves are removed with soap and water. Preschool staff are required to attend a blood born pathogens training within six months of date of hire and every year thereafter.

- 11) When washing hands, staff must use soap and hot water, washing throughly including under fingernails. Staff must wash hands before and after food preparation or serving, after assisting in toileting, after every personal bathroom use, after wiping noses, including own, after art, science, or outdoor play, and other other times that common sense says to do so. Clean and germ-free hands are essential.
- 12) All employees must assist in the cleaning and sanitizing of equipment and toys once a week. All small water-resistant toys will be sanitized through the dishwasher. Other equipment and toys will be cleaned with a non-toxic antibacterial soap, rinsed and then sprayed with a bleach water solution consisting of 1 Tablespoon of bleach to 1 quart of water and allowed to air dry.
- 13) As an early childhood center, the Preschool is committed to the growth and well-being of the whole child. The Preschool will do everything mandated by early childhood best practices for a successful experience for the Child, Families, and Preschool staff. Preschool staff will utilize positive methods and language for instruction, encourage appropriate behavior, and try to redirect negative behavior. In the event that a Child exhibits continued behavior issues like unmanageable tantrums/angry outbursts, ongoing physical mistreatment of staff or other children, and/or cannot adjust to an early childhood classroom setting after a reasonable amount of time, including inconsolable crying and unable to fully toilet train by the time a Child is in the PS+ class, dismissal or expulsion will be indicated.
- 14) All Child Care Centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook must include all reports issued and corrective action plans. The Preschool's notebook is available to parents upon request for review during regular business hours, and is located in the director's office.
- 15) Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/childcare.
- 16) The Train Station Preschool will be closed the following days:

- New Year's Day (observed)
- MLK Dav
- Good Friday
- Memorial Day observed
- Independence Day
- Labor Day

- professional development day(s)
- the day before, of, and after Thanksgiving
- Christmas Eve Day (observed)
- Christmas Day (observed)
- Christmas holiday break (varies)
- New Year's Eve Day (observed)

Upon signing this agreement, the parent, legal guardian or responsible adult and the childcare facility agrees to abide by all of the provisions contained in this contract.

Parent/Legal Guardian	The Train Station Preschool
(Signature)	(Signature)
(Printed Name)	(Printed Name)
(Relationship to Child)	(Title)