



## 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.

