



ENROLLMENT CONTRACT
Tel. (407) 243-2211 Fax (407) 407-243-2213

_____ will attend The Conrad

Academy Preschool
Child's Name _____

beginning _____
Date

CHECK ONE: _____ Full time from: _____ A.M. to _____ P.M.
_____ Part time from: _____ A.M. to _____ P.M.

PLEASE CIRCLE DAYS: M T W TH F

The weekly tuition for the child will be _____.

- **All tuition charges are payable in advance and due on Monday of each week.**

I have received a copy of the center's policies and procedures and agree to follow them in their entirety. I agree to pay the amount in advance for the time my child is enrolled. I understand that I may withdraw my child at any time by giving two week's notice to the center's director.

Parent's Signature Paid: _____

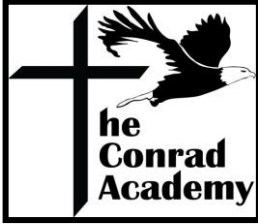
Date CASH: _____ CHECK#: _____

Signature-The Conrad Academy Preschool Rep.

FOR CENTER USE ONLY

Date of Entrance: _____

Date of Withdrawn: _____



PRESCHOOL TUITION CHARGES:
License #C09OR0601

1's	Full Time	\$150.00/WEEK
2's	Full Time	\$140.00/WEEK
	Part Time	Not Available
**3's	Full Time	\$135.00/WEEK
4's	Full Time	\$115.00/WEEK
	Part Time (3s & 4s)	\$35.00 X 2 days
School Age	Before & After School	TBA
	School Holidays	TBA
	Full Time (no school)	\$95.00/WEEK
VPK	Before/After VPK	\$95.00/WEEK
	Full time – Holidays/no school	\$115.00/WEEK
	Extended drop	See Office Staff

* We recommend that each child be here by 8:30 A.M., Each teacher has an educational plan and your child's participation is important.

**Must be potty trained to receive this price.

- A 10% discount will be given for siblings.
- Registration fees upon request. Call for current prices.

Revised 06/07/2018

MISSION STATEMENT

Our mission is to take advantage of the teachable moments that happen every day. Our goal is to foster the intellectual, creative, social, emotional, spiritual, and physical growth and development of our students and to inspire a lifelong commitment to learning, caring for one another and realizing the rewards of good morals. A loving school environment promotes cultural values and supports positive relationships between student, peers and staff in respectful interactions. Children learn by doing – moving from concrete, hands-on experiences to more abstract concept development that utilize their past experiences to create new ones.

Our priority is to provide a healthy balance of child-directed and teacher-guided activities and conversations, as well as time for children to work individually, in small groups and in large groups. We believe that a stable, safe, healthy, comfortable, and culturally relevant environment is crucial to a child's growth. A play-based approach, rich in literacy and vocabulary building activities provides a classroom where children are encouraged to construct their own knowledge. We believe that our program reflects the needs and goals of children and families. We look forward to working closely with families which provide the support we need to collectively guide and raise our children.

Our Philosophy

We use a combination of philosophies regarding the development of children, including those of Lee Vygostky, a socialist who believed that children are a product of their environment which includes the adults in their lives. He believed that adults can help children build knowledge by "scaffolding" or helping them to the next level (*Theory of Cognition 1978*). We believe in the developmental stages of children as taught by Erik Erikson (1959). He believed that the adults in a child's life greatly influenced the child as they passed through various developmental stages. We also believe that children need a relationship with God and we strive to show them unconditional love.

As a center, we take advantage of every teachable moment and turn them into concrete memories by involving their sensory systems; body, mind and spirit.

Age appropriate activities and centers stocked with toys to encourage your child to learn while playing. Colorful blocks, puzzles, props, stringing beads, counting bears and art supplies are used to build the skills and confidence your child needs to succeed. Television may be used for the last 30 minutes of the day or occasionally during the day for educational purposes only.

When your child is old enough to move from one class to the next, they will be slowly transitioned by allowing them to spend time with their new teacher and friends for a few days. Parents will be verbally notified. Older children turning four will normally move up at the beginning of the new school year in late August or early September.

In the event the director, or teacher becomes concerned that a child may be demonstrating delays in any of the developmental domains; language/literacy, math/cognitive, social/emotional or self expression/acceptance, a conference will be held between staff and parents. If further evaluation is needed, the center will contact our Early Intervention Specialist and work closely with the parents to create a plan (I.E.P) to help that child reach their developmental milestones.

Recent studies show that children that have a vocabulary of 1,500 words or more learn to read and write sooner and have a better school experience. Kindergarten students are expected understand 6,000-8,000 words in order to perform well in the classroom. We are dedicated to helping our students acquire those skills that will help them to be successful students for the rest of their school careers. (*ELCOC.org*)

The Conrad Academy Preschool does not discriminate against children or adults, parent or staff member on the basis of sex, age, religion, national origin, color, race, martial status, physical or mental disabilities or veteran status.

We do not discriminate against children of varying abilities and will make accommodations for them to the best of our abilities and educational background. (*A.D.A. 1990*)

Thank you for choosing THE CONRAD ACADEMY & PRESCHOOL. The following information has been provided for you to answer any questions you may have about the center. We want to work together to ensure the education and care your child needs.

Tuition policy:

- 1) All tuition fees are due and payable on Monday, or on your child's first program day. A \$15.00 late fee will be charged after this day. If fees are unpaid three days after the due date, your child will not be admitted until full payment is made.
- 2) A full week's payment is due if your child attends 3 or more days.
- 3) After 1 year of full time enrollment your child is entitled to (1 week) vacation; no payment required.
- 4) In the event of illness /emergency in which a child does not attend for the entire week, 1/2 of the weekly tuition is due, but event must be verifiable and authorized by office staff. For absence of more than two days, a doctor's note is required to return to school.
- 5) If a child withdraws, and returns within the year, a registration fee may be charged again.
- 6) Returned check fee \$35.00

Registration Fees

All Students are required to pay a registration fee upon enrollment. This registration fee is nonrefundable and is due every August. The current registration fees will be discussed at the time of your tour and is due by no later than the week your child begins attending. Tuition is due prior to the school week by Monday afternoon. There will be a \$15.00 fee for payments more than 24 hours late. Please keep in mind that you are required to give a two weeks notice if you plan to withdraw your child from the center.

Holidays and Vacations: The Conrad Academy Preschool is closed on New Year's Day, Memorial Day, Good Friday, July 4th, Labor Day, Martin Luther King's Birthday, Thanksgiving Day, the day after. There is no reduction in tuition for these holidays. Beginning the school year 2017-2018, we will close the week of Christmas at NO CHARGE to the parents, however, families with Readiness Contracts must pay their parent fee in accordance with their Readiness Contract. Please plan accordingly.

Please be aware that our center is closed the same days as Orange County Public Schools for severe weather/hurricane. There is no reduction in tuition for these days unless authorized by the school superintendent.

Hours: We open at 7:00 A.M. and close at 5:30 P.M. Monday through Friday with the exception of posted holidays. A late fee of \$1.00 per minute will be charged after 5:30 P.M. until your arrival. It is imperative that you notify the center if an

emergency will cause you to be late. Late fee will be assessed and are due when you arrive.

Upon arrival to school in the morning, parents must hand their child to a teacher or walk them into a classroom where a teacher is present and notify them your child is present. No child may be left in the office, at the door, or in a classroom where a teacher is not present. You are required to sign your child in and out every day. VPK parents must sign a monthly attendance form.

FULL TIME CHILD CARE = NO MORE THAN 10 HOURS PER DAY

PART TIME CHILD CARE = NO MORE THAN 5 HOURS PER DAY

In the event a full time student goes beyond the 10 hour daily limit, parents will be charged an additional \$15 per day, or no more than \$40 per week.

In the event a part time student goes beyond the 5 hour daily limit, parents will be charged the full time rate, up to 10 hours per day. Additional fees may apply if the child is left beyond the 10 hour daily limit, not to exceed \$40 per week.

Parents must sign their child in upon drop off and sign them out when leaving. You must sign using this format: Time, first initial and last name, **“8:05 T. Parent/5:30 T. Parent”**

Signing in and out is for you and your child's protection. It is proof that you brought your child to school that day. Please be aware that we do not accept children during the hours of 12:00-2:00 P.M. unless prior arrangements have been made by the parent in the form a phone call or note with an explanation of the tardy.

I understand the sign in and sign out policy and agree to comply:

Parent's Signature

Releasing Children : We have very strict guidelines in this area. Children are allowed to leave the center with the parent or guardian who enrolled him or her. A written and signed note by the legal guardian is required for any other person to pick up your child. This includes adults listed on the enrollment card. All individuals are asked for identification. The child will not be released if there is any doubt to the person's right to have your child and if there is no mention to the staff by the parent. No child will be released to another child or person under 18, even a sibling, or a person that appears intoxicated. Please create a password for office staff to verify it is you calling for information regarding your child.

Our center has an “OPEN DOOR” policy; please refrain from visits during naptime between the hours of 12:00 to 2:00 P.M. Drop in visitation is limited to the enrolling parent or guardian; all others must have permission from that parent and be cleared by office personnel. This will be strictly enforced and is for the protection of all our students.

Please feel free to communicate your concerns, comments and questions with staff in verbal, written, and e-mail form. Your involvement is greatly desired to improve the care your child receives.

Because The Conrad Academy & Preschool is responsible for your child, ethics in education prohibits us from releasing a child to a parent that is visibly impaired due to alcohol or other substances, including illness that may interfere with their ability to drive. Be aware that law enforcement may be contacted.

Illness and Medication: Only medicine with prescription labels containing your child's name, Dr., date and dose are allowed at school. Parent must leave medicine at the front office and sign medication authorization form. Over the counter drugs are strictly prohibited. Your cooperation is required when your child becomes sick during the day. We will remove your child from the classroom and notify you to pick him or her up. Please be diligent.

Children who have the following symptoms will be sent home:

- Green or yellow discharge from the nose.
- Suspicious rash.
- Fever over 99° degrees.
- Pink eye.
- "Croupy" cough.
- Ringworm.
- "5th disease (also called "slap cheek" syndrome).
- Head lice (NO NIT POLICY, child may not return unless all eggs removed).
- Diarrhea.
- Flu-like symptoms (possible H1N1 or Swine Flu)
- Vomiting

If you do not comply by picking up your child immediately, we reserve the right to refuse to provide care to your child until a doctor's note is provided.

Allergies: It is the responsibility of parents to inform the center of your child's allergies to food, insects or other environmental factors. Parents must provide an Epi-pen for students with anaphylaxis and must maintain the pen current. Each allergy case is different, so parents must provide as much information regarding their child's particular allergy as possible. Parents must demonstrate the use of any equipment or emergency medical treatment that is necessary with office staff and teachers. A copy of the allergy policy of The Conrad Academy is available upon request.

Meals and Snacks:

A monthly lunch menu is posted the lobby. No chewing gum is allowed during school hours. Hard candy is prohibited.

USDA Program guidelines:

*Breakfast, lunch (hot or cold balanced meal) and an afternoon snack are served during the school day. In compliance with U.S.D.A. Food Program, meals are regulated for sugar and salt content as well as nutritional value; **snacks and food from outside the center are prohibited.** Breakfast is served from 7:30-9:00 AM, Lunch is served from 10:30-12:00, PM Snack is served from 2:00-3:30. Special accommodations are available for children with specific allergies and are*

handled on a case to case basis. Substitutions must be authorized by the USDA Food program and fall within the parameters of the food guide before administering any changes to the menu.

Clothing: Preschool students age two and above are required to wear school uniforms. Navy blue polo style shirts with khaki colored bottoms, including shorts, skort/skirts, and pants. Girls may wear jumpers or solid navy style polo dresses. Tennis shoes or closed-toed shoes are required. Our playground is covered with mulch and may cause injury to exposed skin. Jewelry is not allowed, it poses a choking hazard for all ages. We will not be responsible for the loss of gold or precious jewelry. Pants or shorts with an elastic waist are recommended for those children who are potty training. Belts are permitted if your child is able to remove it without help to go potty. All children should have extra clothing, in case of eating, bathroom or painting accidents.

Electronics and toys: *The Conrad Academy Preschool is not responsible for lost or broken toys*, electronic equipment such as gaming devices, phones, etc. They are allowed on "Game Day" during the summer, but must be brought **at your own risk. NO rubber/latex balloons please!**

Discipline policy: An important part of our teaching task is helping children develop inner discipline. This means we must provide reasonable rules, logical consequences for breaking those rules, and being able to give more responsibility to the children as they are able to assume it. We use positive techniques for guidance, including redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement. We also use age-appropriate discussion to guide children into making more acceptable choices.

Our Policy strictly prohibits children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel. Parental involvement is required. Consistent, clear rules and daily routines are established and followed by all. In the event we have a child whose behavior is not acceptable, a conference with parents will be necessary to determine how together we can solve the problem.

When necessary children may be suspended or expelled for behavior that causes danger to themselves or other students, (striking, kicking, or spitting) at students or staff, just to name a few. There is no reduction in tuition for these instances.

It is never appropriate for a parent to confront another classmate who is accused of unacceptable behavior toward their child. It is the responsibility of this staff to resolve conflicts between students and to schedule conferences involving parents when needed.

Expulsion

Children may be suspended or expelled for behavior that causes danger to themselves or other students or staff (striking, kicking, spitting, throwing things etc.). There is no reduction in tuition for suspension resulting from these instances. Any parent acting in the above manner shall be removed by police and their child(ren) expelled.

Special Information: False fire alarms are a misdemeanor in the state of Florida. Please be aware that if your child activates the fire alarm system, you will be held responsible for payment to the Orange County Fire Department for the dispatch of their emergency vehicles. The current charge is \$400.00.

Suspension: Dept. of Children and Families requires all parents to obtain forms DH680 (blue) Immunization and DH3040 (yellow) Health Certificate within 30 days of enrollment. It is the responsibility of the parent/guardian to keep these forms up to date. You must provide an exemption form for children that do not participate in immunizations. Children with outdated forms may be suspended until updated records are returned to the center. There is no reduction in tuition should this occur and a minimum of 50% of your weekly tuition may be charged until the forms are returned.

Parents/students may be suspended for non-payment. Parents with subsidized child care (4C) can be reported for non-payment and may lose their certification. Accounts will continue to bill 50% of the tuition or the full week, which ever apply, while the child is suspended. Parent Fees may not be waved for any reason.

Children/parents may be suspended for not adhering to the policies of this center outlined in this document. Accounts will be billed 50% of the tuition or the full week, which ever apply.

Biting policy: For the protection of our children and staff, our center has adopted the following biting policy:

Infant to four years old: All bites will be dealt with according to the degree of injury. Those that break the skin will be handled more firmly.

- 1st Offense – A Written disciplinary action.
- 2nd Offense – Call parents for conference.
- 3rd Offense – call parents for child removal; possible suspension or expulsion.

Five and over: On occasion, an older child will bite another student or teacher. In this case, the parent will be notified immediately for a phone conference and depending on the degree of injury, may be removed. Suspension or expulsion may be recommended.

Whether your child has been bitten or has been biting, we will work quickly to keep parents informed on the situation. Children's names must be kept confidential to avoid animosity between involved families and to allow students to feel safe and be as comfortable as possible.

Parent Volunteers must fill out the volunteer form (available in the office) and may not volunteer for more than 8 hours per month. They must be accompanied by a staff member at all times. We occasionally request parent chaperones. They will be chosen at random in the event that more than the required amount of chaperones respond.

This center reports suspected child abuse in accordance with the Department of Children and Families (*s. 39.201, F.S.*)

ATTENDANCE AGREEMENT (VPK and NON-VPK)

VPK is a state funded program and attendance is mandatory. The Conrad Academy Preschool must be notified of all children's absences. Any absence of two or more days requires a doctor's note to return to school. Excused absence is limited to three for all students in VPK or those receiving subsidized care (**4C/Readiness**). Parents are required to notify office staff of upcoming vacations in advance in writing, unless emergency related.

VPK students that have been expelled may seek to return by visiting the 4C office located at 3500 W. Colonial Drive, Orlando, 32808 and gaining permission from the VPK specialist. The Conrad Academy Preschool reserves the right to refuse re-enrollment of a VPK student that was expelled for prior non-compliance of the above or any rules outlined in this handbook.

Attendance rules apply to all students, even those not involved with VPK, 4C or any other program. No reduction of tuition applies unless authorized by management or falls within the guidelines of reduced fees (refer to page 3 of the parent handbook.)

Students that are part of the Rilya Wilson Act, §39.604, must notify The Conrad Academy Preschool of ALL absences or be held in non-compliance with the Family Safety Program of the Department of Children and Families. Non-Compliance will be reported immediately.

ALL PARENTS are required to notify the school of their child's absence within one hour of school starting or by 9:00 AM, to avoid a \$5.00 fee. The Department of Children and Families requires an excuse for all absences and tardiness.

I have read the rules regarding attendance and I agree to comply with the rules outlined in the attendance agreement.

Parent's signature

Date

Enrollment form (supplement)

Section 10M-12.008 PAC requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child's Day Care Center". The parents or legal guardian's signature verifies receipt of the child care brochure. Please complete the following.

I, _____ (Name of the parents or legal Guardian) have received a copy of the Child Care Facility Brochure "Know Your Child's Day Care Center".

(Signature of parent or legal guardian)

(Name of Child) (DATE)

EMERGENCY MEDICAL CONSENT FORM

If your child needs medical care, the law requires that you, the parent/legal guardian, give permission. To avoid possible delays in the treatment of an ill or injured child, Emergency Medical Trainers Inc. is providing this consent form & medical history questionnaire for you to leave with person(s) who care for your child.

This signed consent form authorizes the baby-sitter, relative or other persons you have named, to seek immediate medical attention for your child when it is needed, without delay. Even step-parents and grandparents must have your authorization to seek medical care for your child in your absence. In addition, the medical information requested below can provide some important answers for physicians who may be called to treat your child. Please complete one form per child in your house. Some states require that your form be notarized; therefore we do recommend that you do so in all cases.

Medical Insurance carrier _____

Group # _____ **Policy #** _____

Insured Name _____ **S.S. #** _____

Child's medical history of chronic or existing medical illness:

Medicines your child is now taking:

I/We _____, the parent (s) _____ or legal guardian (s) _____ of _____ a minor, age _____ Birth date _____, hereby grant my /our permission during my/our absence from home, to seek medical care for the above named illness, accident or injury.

In the event of Emergency room care, when MD, our family physician, be contacted at _____ - _____ (telephone#). I/we understand that no treatment can be given without the above or similar statement of permission. This consent is valid for the duration of the child's enrollment.

Date _____

Signature of Parent / Guardian:

Special instruction regarding eating habits, toileting or areas of concern:

Special Fears: _____

Health Problems/ Allergies: _____

Has your child ever been in a childcare program? _____

I, _____ have made The Conrad Academy &
Parent's signature

Preschool aware of my child's allergies.

Discipline Policy:

The Conrad Academy & Preschool uses positive guidance, such as redirection, anticipation and elimination of potential problems. We also use encouragement as part of the daily discipline routine along with age appropriate discussion. Parent involvement is desired, but will be made mandatory, if necessary, to help a child succeed.

WE DO NOT SPANK, DENY FOOD, CALL NAMES OR FRIGHTEN CHILDREN.

I have read and understand the discipline policy and agree to abide by its rules:

Parents or Guardian Signature

I give permission to the staff of The Conrad Academy & Preschool to have access to my child's records. I agree to comply with the sign in and out policy, the attendance policy, the medication policy and all other policies outlined in this handbook.

Parent's signature _____ **Date** _____

YOUR PASSWORD

Create a password so that when you call with questions regarding your child, we can be sure it is you calling. No information will be given to any person about any child that does not have a password.

Password

Parent's Signature

Date

Mom's Email

Dad's Email