

ADMISSION AGREEMENT

Must be filled out annually



I, _____ the parent/legal guardian of _____, agree to the following:

Initial Below

- _____ My child is enrolled in the _____ class which is held from (time) _____ on (days) _____. Enrollment is for the entire school year. Winter and Spring breaks will match the Poudre School District calendar.
- _____ My child's monthly tuition is: \$ _____, which is due on the first day of each month. Tuition is late after the 10th of the month and is subject to late fees.
- _____ I will pay all monies owed to Fort Collins Preschool (FCPS) including tuition, lack of participation penalty, late fees, and any collection agency fees incurred. No post-dated checks will be accepted. If a check is returned, a \$40 fee will be assessed. Settlement of returned checks and resulting penalties shall be with cash or money order ONLY. Should there be a second occurrence, all future financial transactions (tuition, grocery certificates, etc.) must be made by cash, money order or paid online. No refunds or exchanges will be given for payments made to FCPS (fundraisers, grocery cards, donations, etc.) other than the participation deposit if all requirements are met at the end of the school year.
- _____ I understand and agree that if I need to withdraw my child before the end of the school year, my enrollment/participation deposit will be forfeited. I understand that I must give 30 days notice of withdrawal in writing to the Director. During those 30 days, I agree to be responsible for all preschool obligations such as: paying tuition, teach days, supplying planned snacks, and committee work.
- _____ Each preschool day, my child must be signed in and out by the person who transports him/or her to and from school. The form must be signed and the time of arrival and departure should be noted in the allotted space. Any changes in my child's normal dismissal plan should be noted at that time.
- _____ I will pick my child up from school at the end of the scheduled program. I understand there is a fee for late pick-ups. The fee will be \$15 for every 15 minutes during the first hour and \$60 per hour after that time. A parent and the teacher will remain with my child for two hours. If I cannot be reached after two hours, the police may be notified.
- _____ My child will be released only to persons with written authorization. If my child will be leaving the preschool with a person other than the usually designated adult, I will inform the teacher in writing including the person's name and relationship to my child.
- _____ I agree that my child(ren) will not be left unattended inside or outside the school and will remain within arm's length of the adult who is responsible for them at all times. Children will not be left in a vehicle unattended.
- _____ I understand I will be expected to volunteer in my child's classroom approximately two times per month. I will also supply the planned snack approximately seven times per year.
- _____ I understand FCPS is a nut free zone and I will not knowingly bring foods containing nuts into the school.
- _____ I have informed my child's teacher of any special dietary needs of my child by submitting the food restriction form.
- _____ I will attend a training before volunteering in the classroom. I understand no person shall be able to teach parent until they have been trained.
- _____ I will complete an approved background check for all family members who plan to volunteer in the classroom within two weeks of receiving the invitation from Sterling Volunteers. I will pay the cost of this background check.
- _____ I understand the responsibilities of being a teach parent include but are not limited to:
- View myself as important in the classroom and take personal responsibility for the success of the day
 - Arrive at 8:40 a.m. on my scheduled teach days
 - Provide the planned snack on my assigned days
 - Make every effort to find a qualified substitute by contacting other parents in my class if I am unable to teach parent on an assigned day
 - Be prepared to stay as a teach parent in the event of a last minute emergency on my assigned alternate days
- _____ I will work two of the four cleaning/maintenance parent work days.
- _____ I will make every effort to attend the all parent meetings.
- _____ I will donate time to a committee (approx. 2 hours per month or a total of 18 hours over the school year).
- _____ I understand that I am expected to participate in school fundraising, which is essential to the school budget, including dining fundraisers, sales like grocery cards or holiday goods and Spring Fest.
- _____ I grant FCPS permission to distribute my personal contact information (including phone number, email address and home address) to staff and other enrolled families in either print or electronic form. I acknowledge that other parents' information, which has been supplied to me for the sole use of preschool business, shall not be used to solicit or for any other reason.
- _____ I grant my permission for FCPS to exhibit photographs or likeness of my child in school publications (school newsletter, website, etc.), media releases (newspaper articles/features, brochures, school profile, etc.), and the FCPS website. I release FCPS from and against any and all claims, which may arise from the use of the photos in preschool publications, media releases, or website.
- _____ I will complete and submit all enrollment forms as required by Colorado State regulations. Forms include: Enrollment Form, Emergency Contact, Annual Health Examination, Immunization cards, and Teach Parent Information.
- _____ I will provide current information about how to contact me in an emergency situation, which I will update if changes occur.
- _____ I will discuss any concerns relating to the program with the Director or my class representative.
- _____ I have received a copy of the Parent Handbook and I agree to comply with the policies and procedures and bylaws.
- _____ I grant my permission for my child's participation in walking field trips that will be off school grounds.

Parent/Legal Guardian Signature _____

Date _____