



Paradise Hills United Methodist Church Preschool  
**Enrollment Agreement**  
2024-2025

**Parents Initial**

**Enrollment Information**

**Program Hours**

We open our doors at 9:25am and will not be responsible for your child before that time. Please do not enter the classroom before 9:25am. We close at 1:30pm. If your schedule will not allow you to pick up your child by 1:30pm, have a friend or family member here at 1:30pm. Any person who picks up your child MUST be listed as an emergency/authorized pick up person on your child's registration form. Your child will not be released to anyone without picture identification. Late fees are applied after 1:35pm. Late fee explanation: 1:35-1:45pm \$5 charge. After 1:45pm you will be charged the initial \$5 late fee and an additional \$1 per minute until you arrive.

**Attendance**

You must sign your child "in" at the beginning of the day with a phone number and time entering the classroom. At the end of the school day, you must sign your child "out" with a time picked up and a signature of the person picking your child up.

**Illness**

Please do not bring your child to school if they have had a fever, vomiting or diarrhea in the last 24 hours, or if they have signs of a serious illness or communicable disease. If your child becomes ill during the school day, you will be called to come pick them up. Unfortunately, we are unable to accommodate children who cannot go outside during recess. If you feel your child should not go outside on any given school day, it may be in your child's best interest to stay home.

**Dress**

We go outside everyday except when it is extremely cold or extremely wet outside. You must dress your child for outdoor play. Also, all the fun activities can get messy. Please dress your child for active play. Shoes with squeakers or clothing that makes sounds or cause distraction are not allowed. Visibly label your child's belongings. Many items look alike, and we are not responsible for lost items.

**Medication**

Your child's teacher cannot dispense medication to your child. Medication will only be administered in an emergency. If your child requires medication at school, authorization forms must be filled out by the child's physician and kept on file in the preschool office. Office personnel will administer and log a record of medication given.

**Lunch**

You must provide a lunch for your child for each session. Bring the lunch in an insulated bag that will keep the contents cold or a thermos to keep items warm. We do not have refrigeration for the children's lunches. NO NUTS OR NUT PRODUCTS OR ANYTHING THAT RESEMBLES NUTS! Our preschool is NUT FREE zone. Nut products may not be consumed in the building. PLEASE DO NOT bring nut products into the school.

**Child's Records**

You must update your child's records if phone numbers, email addresses or home address changes. If custody changes, you must notify the school immediately and provide legal documentation. You are also required to have an updated copy of your child's shot record. Your child must have all required immunizations, or an approved delayed immunization schedule signed by your physician. You may also provide an approved immunization exemption letter.

**Guidance**

Hitting, spitting, biting or other behavior that puts other children or staff members in danger, will not be tolerated and is grounds for possible expulsion. If you child is expelled, your tuition will not be refunded. The preschool uses a three-strike rule for serious offenses.

Child's Name

Parent's Signature

Date