



# Bethesda Preparatory Preschool

## Family Contract

Parent(s)/Guardian(s): \_\_\_\_\_

Child/Children's Names: \_\_\_\_\_

Child/Children's Birthdates: \_\_\_\_\_

Date: \_\_\_\_\_

Classroom Assignment: \_\_\_\_\_

Days/Hours of expected attendance: \_\_\_\_\_

Tuition fee (monthly): \_\_\_\_\_ Tuition is due on the 1<sup>st</sup> of the month

Sibling Discount is 10% (if applicable):

Registration fee: \$150

Annual materials fee (due in January): \$130

Deposit:

\$500 per child, refundable only after the child has started care at Bethesda Prep and 30 days notice to withdraw has been received. The deposit is applied to the last month of care. \_\_\_\_\_

**Initial**

Late payment fee: \$25 assessed after the 10<sup>th</sup> of the month

Late pick up fee: \$1 per min after 6:00pm to be paid in cash to staff

NSF return check fee: \$35

Annual tuition rate increases may occur.

Bethesda Preparatory Preschool is closed on the following days:

Martin Luther King Day

Labor Day

President's Day

Thanksgiving Day & Day After

Good Friday

Christmas Day through New Year's Day (re-open Jan 2<sup>nd</sup>)

Memorial Day

In-service Days (2 at the end of August and 1 in June)

Independence Day

Bethesda Preparatory Preschool will be closed for inclement weather according to Montgomery County Public Schools. Please sign up on [rainedout.com](http://rainedout.com) for additional information

Bethesda Prep is a nut sensitive center, please inform Directors of any and all allergies.

Parents/Guardians are encouraged to provide healthy well-balanced meals daily.

Parents/Guardians are responsible for ensuring that their child/children have an extra complete

set of season-appropriate clothing at the center.

Parents/Guardians are strongly discouraged from bringing expensive or treasured items from home. The center is not responsible for lost or broken personal items.

Sick child policy: Parents/Guardians are expected to pick up their child/children within the hour of being notified of illness. The child/children are welcome to return to the center after being 24 hours symptom free without medication.

Medication policy: Medication may be administered to children after receiving a completed Maryland State Medication Form with specific instructions, physician signature and parent/guardian signature. The medication must be brought in its original container labeled with the child's name.

30 day notice is required for all children withdrawing from the center. Notice must be submitted in writing. In the event this requirement is not satisfied then the deposit will be forfeited.

Bethesda Prep will not release any child to persons not listed on the child's emergency form. Parents/Guardians must provide a written note for any exceptions. In all cases, proper identification is required.

My child may be photographed while at Bethesda Prep for in-house operations. If you would like your child not to be photographed please advise Directors via email.

**Discharge Policy:** Bethesda Preparatory Preschool reserves the right to drop or terminate service after consultations with parents/guardians, when the welfare of the child or group would make this advisable. Reasons for termination may include but not be limited to:

- Lack of parental cooperation
- Non-payment of fees
- Inability of the child to adjust to the school
- Continual late pick up
- Inability to meet the needs of the child without hiring additional staff.

In the event that staff are utilized before or after center hours for babysitting purposes, such arrangements are separate from Bethesda Preparatory Preschool and parents enter such agreements at their own risk.

By signing below, I acknowledge that I have read the above policies and agree to abide by them.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Social Security: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_