



We will offer your child a wide range of learning activities. Our learning will take place both indoors and out. We will have frequent walks and activities at the beach since our preschool is located just steps away from the beach. (Please see attached Beach Trip Permission Form.) We will provide your child with a safe, caring, fair, and fun environment.

There are two programs to choose from. You can leave your child in our care part time for up to 6 hours per day. You can also leave your child in our care full-time which would be up to 8 hours per day. You will be charged a daily rate. The daily rates for services are as follows: Up to 6 hours per day-\$55.00; Up to 8 hours per day-\$65.00. There will be an additional charge of \$5.00 (diaper fee) per day if your child is not completely potty-trained. We will provide breakfast, a morning snack, lunch and an afternoon snack for your child during the time he/she is in our care. If your child will be napping with us, than we will provide a cot, a sheet, and a quiet place for your child to nap. If you are late picking up your child, there will be a late charge of \$10.00 per every ½ hour or portion there-of that your child remains in our care.

If your child is enrolled in the 6 hour program and you need to increase his/her hours to 8 hours for either single days or permanently, this can be done if written notice is given to the director at least one week in advance. Your tuition rate will be adjusted to \$65.00 per day for 8 hours.

The parent or legal guardian is the payor and responsible for all payments made to the preschool. Tuition will be due every two weeks in advance. Cash, cashier's checks, personal checks made out to Marley's Preschool, debit and credit cards (Visa, MasterCard, Discover) will be accepted. There is a \$2 service fee for all debit transactions and a 3% service fee for all credit card transactions. If your check is returned from the bank, there will be a \$30.00 charge. In the case of repeat incidents, you may be required to make all tuition payments in the form of cash or cashier's checks. The preschool will be closed on all major holidays. Tuition will be modified on days that the preschool will be closed for service. You will not be charged for the days when the center is closed. (Please see list of holidays in Parent Handbook.) There will be no refunds given. Payment holds your child's spot. Illness, vacation, and personal emergencies will not constitute a refund. If your child has a fever, a constant runny nose, is constantly coughing, or displaying any other symptoms of illness; your child will be isolated from the other students and will be expected to be picked up immediately. Your child may not return to school until he/she has been fever free for 24 hours.

If either party, parent or preschool, decide to end their agreement, then there will be a two week written notice given to the other party. If the parent decides to take the child out immediately, then payment for the two weeks notice will be charged. The preschool has the right to immediately stop care for the child if the child becomes a danger to himself, the other students, or the staff. There will be no required two weeks advanced notice given in this case.

For everyday that your child attends preschool, you are to provide two full changes of clothing, an extra pair of shoes, more than enough diapers or pull-ups needed for the day, cleansing wipes for diapering and toilet training, diaper cream if needed, a blanket and something special from home that your child can nap with (pillows and stuffed animals are ok). Your child will be provided a cubby area where he/she can store his/her things. A backpack is preferred to carry your child's things from school to home and home to school. If you would like to leave your child's napping items at school, please provide a bag with your child's name on it and napping items will be stored in classrooms. Also, please take your child's napping items home at least once per month to launder. At times children's clothing get mixed up or are misplaced. A good tip to prevent this is to write your child's initials on their clothing tags with a sharpie.

If at any time, it is necessary for us to administer medicine to your child (excluding diaper cream), an additional form needs to be filled out and signed. You can obtain this form from the front desk at anytime.

If you are enrolling your child for less than 5 days per week, we prefer Tuesdays- Thursdays or Mondays-Wednesdays-Fridays. Other arrangements can be made depending upon enrollment and the approval of the director.

We are open from 7:00am-5:00pm. We are flexible with drop off and pick up times, but we recommend that your child be dropped off no later than 9:00a.m. to ensure that no part of the academic program be missed. Breakfast is served until 8:30am. Lunch will be served at 12:15pm and nap will happen from 1:00pm-3:00pm. Part-time 6 hour window options are 7:00am-1:00pm or 9:00am-3:00pm. Full-time 8 hour windows vary, with the latest pick-up at 5:00pm (9:00am-5:00pm). The Afternoon Program is from 2:00pm-5:00pm.



Day	Selection	Hours	Drop off/ Pick up time(s)
Monday		6 Hours	--
		8 Hours	--
		Afternoon	--
Tuesday		6 Hours	--
		8 Hours	--
		Afternoon	--
Wednesday		6 Hours	--
		8 Hours	--
		Afternoon	--
Thursday		6 Hours	--
		8 Hours	--
		Afternoon	--
Friday		6 Hours	--
		8 Hours	--
		Afternoon	--

I have read and fully understand the above admission agreement. I am aware of the amount of tuition that I am responsible for and when it is due. I have read and understand the attached Parent Handbook. I have signed, dated, and returned the other forms required by The Department of Social Services, Community Care Licensing. I am also aware that immunization waivers are not accepted. All state required immunizations need to be complete before student starts school.

Parent's signature: \_\_\_\_\_

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

Director's signature: \_\_\_\_\_

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