



JAMES MARSHALL PARENT NURSERY SCHOOL

Parent Agreement

James Marshall Parent Nursery School ("JMPNS") functions most effectively when it receives full participation and support from all of its members- JMPNS is only as good as every parent makes it! Following is a summary of JMPNS's requirements regarding parent participation and responsibilities. Please understand that your participation in JMPNS affects your eligibility for membership this year and in successive years. **Please check each box to indicate that you accept these responsibilities.** Thank you and welcome to the JMPNS family!

You have 7 days to review, sign and return this Admission Agreement.

Your Child, _____ has been accepted for enrollment in our

- M, T, W AM Class 8:30am-11:15am
- TH, F AM Class 8:30am-11:15am
- T-F PM Class 12:30pm-3:15pm

- Your child's monthly tuition is \$_____ and is due on or before the 1st of every month. Tuition received after the 15th of the month will be considered delinquent and will incur a \$20 fine in addition to the regular tuition rate. A Returned Check Penalty of \$5 results when a check is returned to JMPNS. This is in addition to any bank fees assessed to JMPNS.
- A non-refundable Registration Fee of \$100 plus a non-refundable \$75 Materials Fee must be received upon your acceptance of a spot in the program. This is the only way your child's place in the class can be held.
- Notice of intention to resign from JMPNS must be given directly to the Director AND Participation two weeks in advance of your departure. No refunds will be given for the current month's tuition unless this 2 week notice is given.**
- A Substitute Fee of \$20 per day is due in advance to another JMPNS working parent who takes your place on your regularly scheduled work day.
- A Missed Workday fine of \$50 results when a regularly scheduled working parent fails to arrive for their working day.
- All working parents must arrive at least 15 minutes prior to the start of class and plan to stay at least 15 minutes past the dismissal time.
- A Workday Tardy Fine of \$25 results when a working parent arrives more than 10 minutes late on their workday (later than 8:25am or 12:40pm) and has not called the school to inform the Teacher/Director that he/she will be late.
- A Pick-Up Tardy Fine of \$25 results when a parent or person responsible for picking up a child after school arrives more than 10 minutes late (after 11:25am or 3:25pm) and has not called to inform the Teacher/Director that he/she will be late.
- A 30-day prior written notice will be provided to parents prior to any rate of fee change.
- The person(s) authorized to sign the child in and out must be listed on either the emergency form or in the Brightwheel app. All persons must provide the four digit pin number associated with your child's Brightwheel account. If this is not supplied by the person picking up, the parent will be called to give verbal permission.
- All working parents, or family representatives will present JMPNS with proof of immunizations and a Negative TB test having been taken within 2 years of enrollment date.
- Each family is responsible for one work day per week for the entirety of the school year. Finding a substitute is

acceptable, but should be used sparingly.

- Each family will be assigned to one committee on which to participate for the duration of the school year. Holding a position on the Parent Board serves as that family's committee assignment.
- Parents are responsible for attending the Quarterly Business Meetings and complete at least 7 Parent Education Experiences throughout the year. Parents may miss one (1) Business Meeting with no consequence. Two (2) missed meetings results in removal from the program.
- I have included a separate list of any and all allergies, including food allergies, as well as a separate list of dietary needs for my child. This will be posted in the classroom.
- I understand that JMPNS will attempt to take precautions necessary to prevent the exposure of foods or conditions that may be harmful to my child or to other participants at JMPNS, but that JMPNS is not responsible for and does not guarantee that my child will not be exposed to certain foods and conditions that may trigger my child's allergies or medical conditions. I, therefore, release and hold harmless JMPNS, all of its officers, directors and agents from any and all liability for any loss, damage, injury or expense related to allergies or preexisting medical conditions that I or my child may suffer as a result of our exposure to foods or conditions at JMPNS.

My child has no allergies or dietary needs. Initial _____

- Rights of the Licensing Agency [Section 101200(b) & ©]. The Department or Licensing Agency shall have the authority to interview children or staff members, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interview with any children or staff member, and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse or neglect, to inappropriate placement.
- In the event of an emergency, the parents give their permission for the Teacher/Director to administer first aid and/or CPR and to obtain emergency medical treatment in the child's best interest. The parent(s) agree to pay for all emergency medical expenses, including ambulance fees.
- Grounds for dismissal may occur in the following situations:
 - Tuition is not paid for two consecutive months.
 - Two Quarterly Business Meetings are missed.
 - Parents do not adhere to any of the above stated policies.

If you are unable to satisfy the above requirements, JMPNS asks that you make your spot available to another family. By signing this agreement, you agree to adhere to the following duties and responsibilities in order to remain a member in good standing.

Terms of this agreement are accepted by:

Signature of Parent _____ Date _____

Signature of Director _____ Date _____

Signature of Board President _____ Date _____