

Parent Responsibilities & Agreements

Please read and initial each agreement below

For the purposes of this form, the student's parent/guardian will be referred to as "I" or "me". Newport Center United Methodist Preschool and its staff will be referred to as "NCUMP".

Initial

- _____ I have read a copy of the NCUMP Parent Handbook (available for download at NCUMP.org) and agree to abide by the policies therein.
- _____ NCUMP does not allow any foods that contain peanuts or tree nuts. However, food that is brought on campus by other students or parents may potentially contain nuts or have been processed in a facility that also processes peanuts and/or tree nuts. NCUMP does not guarantee that students will not be exposed to peanuts and/or tree nuts. I am aware of and agree to abide by the Nut-Free policy to ensure the safety of all NCUMP students.
- _____ I understand that my child will be photographed at school by teachers and parents to document class activities and parties. They might also be photographed for advertising or website purposes. I understand that it is my responsibility to inform NCUMP if I prefer not to have my child photographed by completing NCUMP's Photo Release Form. I understand that all students are photographed annually by an outside vendor. If I do not wish to have my child photographed, it is my responsibility to inform NCUMP.
- _____ I understand that school policy prohibits posting any photos of NCUMP students online. I agree not to post any pictures of children other than my own online, on social media sites, and other shared media.
- _____ I agree to promptly notify NCUMP of any changes in address, phone number, place of employment, or change of family status.
- _____ I understand that weather permitting, my child may participate in water play or other messy preschool activities. Casual clothing that is machine washable is the best attire for my child at NCUMP.
- _____ I agree that NCUMP does not apply sunscreen. I will apply sunscreen on my child when necessary.
- _____ I understand that my child must be potty-trained to attend NCUMP. See policy on next page.
- _____ Any provision of babysitting or tutoring services by NCUMP staff members shall be after preschool operating hours and off preschool premises. Any such services for children enrolled in the preschool are not sponsored by the preschool; these services are not included in NCUMP's liability insurance coverage. The arrangement, provision, and payment of these services are an arrangement entered into exclusively by me and the adult who will be providing services. The actions of any preschool employee outside the preschool premises and hours of operation are not the responsibility of NCUMP.
- _____ I understand that NCUMP is a cell phone-free campus, and I will refrain from using my cell phone while dropping off and picking up my child.
- _____ The tuition for all NCUMP programs is an annual fee for the entire school year. Payment options are defined by the Enrollment Contract. There will be no pro rata refunds or credits for days that NCUMP is closed for any reason. This applies to health and safety closures or Acts of God.

Printed Name _____ Signature _____

Phone # _____ Email _____ Date Signed _____

Potty-Trained Policy

1. NCUMP license prohibits the staff from changing diapers. Students may not wear diapers of any type to school.
2. The child must be aware mentally and physically that they have to “go potty”.
3. The child must be able to use the toilet, and attempt wiping independently. Teachers will be available in the restroom to supervise and assist if necessary.
4. The child must be able to communicate a word or phrase that means they have to use the restroom. If the word or phrase is in a language other than English, the parents must inform teachers in advance.
5. A parent or caregiver is expected to come change a child who has soiled clothes or underpants due to a bowel movement.
6. Teachers are not responsible for continually taking each child to the potty in addition to the set potty breaks during the day. The teacher will accompany the child to the restroom if the child first indicates the need to go.
7. If a child has consistent potty accidents, NCUMP reserves the right to dismiss the child from school and require the child to not return until fully potty-trained.

Late Pick-Up Policy

Our preschool sessions end promptly at 12 noon and 2:00PM. Children MUST be picked up on time! Please remember that we are a child development center, not a day-care facility. Unlike elementary school, where children are released at the end of the day, we must keep close and constant watch upon the little ones until they are picked up. Young children experience fear and anxiety when they are the only ones remaining after their classmates have gone home. We must also remember that teachers and staff members have other obligations that we must respect.

1. If the student has not been picked up 15 minutes after class ends, he/she will be brought to the front office.
2. The office will call both parents. If there is no response, the office will call contacts on the list authorized by parents.
3. The family will be assessed a late fee of \$10.00 for the first 15 minutes after class (or any portion thereof). An additional \$5.00 will be added to the initial \$10.00 for each five minutes thereafter.
4. Should any family be assessed late fees four times in one school year, they will be subject to dismissal.

Dismissal Policy

NCUMP reserves the right to remove any child from enrollment in the program without prior notice if it is the opinion of the school that it is in the best interest of the child, family, or school. Tuition will be refunded. Reasons for dismissal may include, but are not limited to:

1. The child is a danger to himself, others, or school property.
2. Refusal or inability of the child or family to adhere to the program policies and procedures.
3. Inability of the child to adjust to daily program routines.
4. The child is not potty-trained.
5. Recurring or excessive incidences of biting.
6. Financial default of tuition obligations.
7. Clinical diagnosis determines that the child needs an environment which NCUMP is unable to provide.
8. Recurring late pick-up.