**Garden Ridge Preschool**

**Registration and Enrollment Contract**

**2023-2024 School Year (September 5th, 2023- June 18th, 2024)**

Enrollment Process:

* Drop off Registration and Enrollment Contract with payment.
* Enrollment is limited, and space is based on order submitted.

| Beginning Enrollment Date: |  | (1st day of school if not filled in) |
| --- | --- | --- |
| Non-refundable registration fee: |  | 50.00 (new students only) |
| First and last month tuition: |  | (Beginning Enrollment Month and June) |
| Total registration fees: |  | |

| Student Name: |  |
| --- | --- |
| Date of Birth: |  |
| Home Address: |  |
| Home Phone: |  |
| Home Email: |  |

| Parent/Legal Guardian 1 Name: |  |
| --- | --- |
| Cell: |  |
| Work Email: |  |
| Parent/Legal Guardian 2 Name: |  |
| Cell: |  |
| Work Email: |  |
| Child Lives With: |  |

| HEALTH HISTORY | |
| --- | --- |
| Health Conditions: |  |
| Doctor’s information:  (Name & Phone) |  |
|  |
| Date of last physical exam: |  |
| Dentist’s information:  (Name & Phone) |  |
|  |

| AUTHORIZED PICKUP**:** (Other than Parent/Guardian) | | | |
| --- | --- | --- | --- |
| Name: |  | | |
| Telephone Number: |  | Email: |  |
| Name: |  | | |
| Telephone Number: |  | Email: |  |

\*An additional authorized pick-up form can be acquired upon request via email.

| **Garden Ridge Preschool Emergency Contact Form 2023-2024** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent/ Guardian 1** *\* This information will be used to send you school updates, and to contact you in emergencies.* | | | | | | | | |
| First Name: |  | | Last Name: | | | |  | |
| Address: |  | | | | | | | |
| City: |  | | State: | |  | | Zip Code: |  |
| Email: |  | | Phone: | | | |  | |
| **Parent/ Guardian 2** *\* This information will be used to send you school updates, and to contact you in emergencies.* | | | | | | | | |
| First Name: |  | | Last Name: | | | |  | |
| Address: |  | | | | | | | |
| City: |  | | State: | |  | | Zip Code: |  |
| Email: |  | | Phone: | | | |  | |
| **Emergency Contact:** | | | | | | | | |
| Name: | |  | | | | | | |
| Telephone Number: | |  | | Email: | |  | | |
| Name: | |  | | | | | | |
| Telephone Number: | |  | | Email: | |  | | |

| **Child Information:** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Legal Name: | |  | | | | |
| Date of Birth: | |  | | | | |
| Allergies and Medication: | | | |  | | |
| Hospital of Preference: | | | |  | | |
| Doctor’s information:  (Name & Phone) | | | |  | | |
|  | | |
| Dentist’s information:  (Name & Phone) | | | |  | | |
|  | | |
| Date of last physical exam: | | | |  | | |
| Height: |  | | | | Weight: |  |
| Additional Information: | | |  | | | |

**Medical Treatment Authorization:**

AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S)

As custodian of the aforementioned minor, I grant my authorization and consent for Garden Ridge Preschool staff to administer general first aid treatment for minor injuries or illnesses. If the injury or illness is severe, I authorize them to seek professional emergency personnel to attend, transport, and treat the minor and to issue consent for any medical care deemed advisable by a licensed medical professional or institution. I authorize the staff of Garden Ridge Preschool to exercise reasonable judgment upon the advice of medical or emergency personnel. All efforts will be made to contact parents first, but, in emergent situations, Garden Ridge Preschool staff will use their judgment as needed to protect the health and wellbeing of the child.

| Effective Date: | |  | | Date Signed: |  |
| --- | --- | --- | --- | --- | --- |
| Parent / Guardian Signature: | | |  | | |
| Printed Name: |  | | | | |

**Garden Ridge Preschool**

**Financial Contract**

**2023-2024 school year**

**Tuition**

| Monthly Tuition: | Tuition upon registration cost (First and Last Month): |
| --- | --- |
| * 2 days/week- $432.00 | * 2 days/week- $864.00 |
| * 3 days/week- $648.00 | * 3 days/week- $1296.00 |
| * 4 or 5 days/week- $1080.00 | * 4 or 5 days/week- $2,160.00 |

Paying Annual Tuition (5% discount)

* 2 days/week- $4,104.00
* 3 days/week- $6156.00
* 4 or 5 days/week-$10,260.00

**Registration Deposits, Payment Terms, Discounts:**

* A non-refundable registration fee of $50.00 per family is due at the time of enrollment. This fee is waived for returning families.
* Enrollment for the school year will require that the first and last month tuition is due by June 1st.
* Enrollment during the summer will require that the first and last month’s tuition is due upon registration.
* Enrollment during mid-year will require that the first and last month’s tuition is due upon registration.
* Garden Ridge requires written notice of termination at least one month in advance. If a family discontinues service, does not provide a month’s written notice, or we cannot fill the space, last month's tuition will not be refunded.
* Tuition is charged monthly (or annually, with a 5% discount). It is due o n the 1st of the month. Any payments received late will be subject to a late charge of $25.00. Checks returned NSF will be charged a $25.00 bookkeeping fee.
* Monthly tuition remains the same each month regardless of vacation, illness, absence, school closure and/or legal holidays.
* If you arrive after 1:00 PM, a fee of $10 per 15 minutes, or part thereof, will be charged to families picking up children.
* In the event that more than one individual assumes financial responsibility for tuition and other charges, all such parties must sign this enrollment contract. If only one signature is provided, that individual assumes full financial responsibility for all charges. No state funding (direct or indirect) is accepted as payment.

Signature of person(s) responsible for tuition payments –I have read and agree to all the above conditions.

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Garden Ridge Preschool School Policies and Procedures Agreement**

I the parent of understand that not adhering to any or all the following policies may be grounds for my child’s dismissal from Garden Ridge Preschool.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

**Health Policies**

Before enrollment in Garden Ridge Preschool, each child is to have a physical examination and immunizations are to be up to date, per Washington State Recommendations. Go to [www.doh.wa.gov](http://www.doh.wa.gov) for more information. We require families to have an up-to-date health file and they are responsible for informing Garden Ridge Preschool of any updates such as allergies or dietary needs.

Your child is to be symptom-free for 24 hours before returning to school. If placed on antibiotics, the child must be treated for a full 24 hours before returning to school. Children displaying the following symptoms should stay home or will be sent home from school:

* fevers of 100 degrees F (auxiliary) or higher
* vomiting
* diarrhea
* draining or infectious rashes
* weeping eyes (except in cases of known seasonal allergies-with note from doctor.)
* heavy mucus discharge

If your child stays home due to illness, we ask that you notify us. Any child that displays these symptoms will be kept separate from the other children until they are picked up.

In cases where a child contracts a communicable disease i.e. COVID-19, chicken pox, hand foot and mouth, measles, lice, etc. or is exposed to one, we require that you notify us immediately. A child with a communicable disease must remain at home until they are no longer contagious.

\*As needed GRP will notify parents of any changes in these procedures.

**Medical Emergency Procedures**

Each student must have a current Emergency Contact Form on file at Garden Ridge Preschool. This form authorizes Garden Ridge to administer first aid and get your child medical attention if needed. Anytime we are unable to notify parents, we contact your child’s emergency contact as listed on the Emergency Contact Form.

You have authorized Garden Ridge Preschool to administer first aid. In cases of minor emergencies and injuries, first-aid will be given and an emergency/accident report form, and/or an Injury Report Form and you will be notified. In cases where basic first aid is not enough, we will call 911, the child’s parent(s)/guardian(s), and the emergency contact if needed. We then create and file and Injury Report Form to be added to a child’s folder.

**Medication and Sunscreen**

If you wish GRP staff to administer medication or reapply sunscreen you will be required to fill out our Medication and/or Sunscreen forms, you can request these by emailing the school or asking the staff.

For medication a written authorization from the family must accompany any medication both prescription (with a doctor’s note) and non-prescription (antihistamines, anti-itching creams). It will include information such as dosage, duration, and proper storage. It is optimal to medicate your child prior to coming to school. In the case of severe life-threatening allergies an emergency plan needs to be made and the medicine kept at school needs to be checked by a family member to make sure expiration dates are not exceeded. An expired medication will not be administered. We require additionally, that all medicines be in their original containers. They need to be labeled with your child’s full name, and an expiration date. If the medication needs to be measured, we ask you to send something to measure the medication in. If there is any unused medication it will be returned to parents at the end of the school year or when it expires.

**Safety Policies**

We practice fire and earthquake drills once a month.

**Safety and Washington State Law**

We run the center per WACs (Washington Administration Code). The specific laws that refer to care and safety of children are in title 388 WAC which is the Department of Social and Health Services. A quick link to these laws: <http://apps.leg.wa.gov/WAC/default.aspx?cite=388>

The state laws for child care centers require students to be in view. The exception to this is if a student asks to leave a room to go to the bathroom, or if that child's parent is present. This is usually during pick up. All teachers stay in contact so that we know where the children are always. If a teacher is outside with the children and one needs to go back inside, they will notify other staff members, so everyone is aware of the location of all children. As teachers, we are mandated by law to report any suspicions of abuse or neglect to Children’s Protective Services. This law is: WAC 388-15-009 and clearly defines types of physical, emotional, and sexual abuse and neglect.

According to state law we are required to report any suspected incidents of child abuse, neglect or exploitation to Child Protective Services. All Garden Ridge staff and volunteers go through a criminal history check.

**Conflict Resolution**

We do follow the typical 6 step conflict resolution taught to most early educational providers. However, we have found that most situations are unique and start all guidance with validating emotions. “I can see that you are crying.” “I see the tears coming down your cheeks.” It’s totally non-judgmental and gives the child recognition that you know they are in distress. From there we can figure out a compromise, path to calmness, or delay the discussion. When a small child is really upset there is little that can be accomplished cognitively. We may revisit the issue at circle time, without mentioning names. Often the children can come up with solutions that adults would not have thought about.

What good teachers do is plan and implement good classroom management skills. For example, turn taking is challenging for this age group. At Garden Ridge Preschool, we have a specific technique and language that we teach children to get the usage and sharing of materials done with minimal conflict. We don’t give time outs but can ask a child to calm in place; almost always we will sit with that child to listen and be available for comfort. This is important as sometimes children can get physically hurt and can’t tell you through all the crying. Safety is paramount. We are also aware there are students that just don’t like each other and run into serial conflict. We respect that we don’t have to like everyone, but we do want the children to respect their peers. Teaching prosocial behavior is important, especially when there is an unexplainable dislike between peers. We like to work with families to help develop language and guidance that supports the child at school and at home. Communication is the key to understanding and developing a plan to support success.

**Snow and Inclement Weather Policy**

Garden Ridge Preschool understands that our decision to open, close school during inclement weather often disrupts family schedules. We also understand that our children are better served by being in school but, as always, our top priority is the safety of our children and staff. In the event of snow and bad weather, we follow the Bellevue Public School closures. In situations where we feel it is unsafe to open school, we will notify parents with the information provided to us. If we are open, but we feel that NE 15th is unsafe for drop-off and pick-up, we will have an alternate drop-off location on 185th, and we will notify you.

**Attendance Policy**

Garden Ridge’s calendar year follows that of Bellevue School District and will be closed on the same days the elementary schools are closed. Additionally, when the Bellevue School District is closed for snow emergencies Garden Ridge will be closed as well.

Please contact us if you take vacation days at least two weeks in advance and let us know whether your child will not be attending school or will be attending school late.

Garden Ridge Preschool is open Monday through Friday from 9:00 AM to 1:00 PM. Drop off deadline is **9:15**. If you need to drop your child off late, please contact the school. This is to ensure your child receives as much of the program activities as possible, and to reduce distractions during the day. Routine is important to children, but we understand that circumstances do arise.

**Food Policy**

Snacks are offered around 10:00 AM and lunch is at 12:00 PM. Snacks will be served from the school and lunch is to be brought from home. We have the children deposit their lunch bags/boxes in their cubbies when they arrive. If your lunch requires it to stay cold make sure you put a freezable block in the bag. All food brought to school should be healthy and consist of varied food groups. When a child arrives, they should already have eaten breakfast.

We support good nutrition and encourage you to support your child’s wellbeing when preparing your child’s lunch. Cooking and preparing food with your child is an opportunity for your child to connect with their food and learn about the art of cooking.

A healthful lunch would consist of one serving of milk (whole or 2%, no flavored milks) or juice (min. 90% juice), one serving of fruit, one serving of vegetables, one serving of protein, and one serving of bread or other carbohydrate. Foods that should be avoided are items like soda, Kool-Aid and, foods with a high sugar content such as doughnuts and candy.

*\*If your child has or develops allergies of an airborne nature (does not need to touch or ingest allergen substance to cause an anaphylactic attack) please notify Garden Ridge Staff.*

**Dismissal Policy**

Reasons for dismissal are as follows:

1. Being chronically late in picking up or dropping off the child.
2. Unseemly conduct when a parent is verbally or physically abusive to a child or uses inappropriate language or behavior at the center: using abusive language, hitting a child, verbally or physically abusive toward Garden Ridge staff at the center.
3. An unwillingness to uphold Garden Ridge policies, including but not limited to medical policies, 24 hours after symptoms free rule, the financial agreement, and parent contract.
4. Unwilling or inability to be contacted in the event of a child's illness or emergency. Or not providing emergency contacts and/or phone numbers in the event of a child's illness or emergency.
5. Not providing for the child’s needs including, but not limited to; lunch, spare clothes, snacks, etc.
6. Requiring extra staff for one-on-one care. For example, insisting on special care (not medically necessary) that cannot be offered in a group situation or your child’s behavior requires more support than our staff can provide,
7. Not cooperating with Garden Ridge Staff when attempting to modify a child's behavior. For example, not attending parents/teacher conferences, or unwillingness to seek assistance when outside resources are needed in addressing a child's problems.

**Additional Terms and Conditions:**

* Signing this agreement releases **Garden Ridge Preschool** from all liability relating to injuries that may occur during the school day. By signing this agreement, I agree to hold Garden Ridge Preschool entirely free from any liability, including financial responsibility for injuries incurred.
* (Optional)Photo Authorization: I allow my child to be photographed or filmed in the classroom, on school field trips or during other school functions. I give permission for any such images to be used in GRP newsletters, websites or Facebook, presentations, or in other GRP properties and to be made available to parents of other GRP students. (If you wish to opt out of public posting, on Facebook or the Internet please provide please check the box below ato have your child be excluded, specifying if you wish.
* Opt out:

| Effective Date: | | September 2023 - June 2024 | | Date Signed: |  |
| --- | --- | --- | --- | --- | --- |
| Parent / Guardian Signature: | | |  | | |
| Printed Name: |  | | | | |