Sandy Springs United Methodist Preschool
Parent Agreement Form

Child's Name_____

Parent initials are required by each statement as well as signature(s) at the bottom of page.

_____ I give permission for my child to be involved in the activities of the Sandy Springs UMC Preschool. I understand that my signature grants permission to participate in the events of the program.

_____ I further understand that Sandy Springs is a school whose goal is to provide a positive, enriching, early childhood environment. It is therefore the right of the school to withdraw a child at any time when in the best interest of the Preschool. Every consideration is given to the child with special needs; however, the school reserves the right to withdraw a child for reasons regarding behavior, emotional disturbances and health should it become necessary. I further understand that in the event a child is withdrawn from class, or asked to leave, no part of the tuition paid for the month in which a child is withdrawn is to be refunded. Please be assured that dismissal would only come after all other avenues have been explored.

_____ The registration fee is applicable to each child enrolling, is due upon enrollment, and is not refundable unless a class is cancelled by the school.

_____ A Tuition Deposit is due by April 16th, 2010 (or upon enrollment if enrollment occurs after April 16th) and is non-refundable and non-transferable. I understand that if payment is not received by the due date, the school will assume my child is not attending and will remove my child from the class list. (Please call with any extenuating circumstances). The Tuition Deposit will be credited in May of 2011 for May's tuition payment. Tuition is due monthly for September – April on the 1st of the month and is late if it has not been received by 2PM on the 7th of the month. A late fee of $20.00 will apply after 2PM on the 7th.

_____ SSUMP observes the holiday schedule of Fulton County Schools for Winter and Spring Break (a few extra days are taken at Christmas), plus Good Friday, a holiday observed by the Church. If Good Friday falls during Spring Break, Easter Monday will also be a holiday. We will close on certain days for teacher workdays and to attend special teacher training. We may close twice a year for parent/teacher conferences – 2 days in the fall and 2 days in the spring. Other dates are to be determined and will be published in the school calendar prior to the start of school. School begins the first day after Labor Day and closes at the end of May. Hours are 9:00am to 12:30pm.

_____ If, for any reason you have to withdraw your child, **a 30-day written notice** must be received. You will be required to pay an *additional* month's tuition if 30 days notice is not given.

_____ I give permission to include names, street address, e-mail address and telephone numbers in the school directory and contact sheets. Parents are asked not to use these for any purpose other than school related business.

_____ I give permission for my child to be photographed during the school day for both individual and class pictures. These may be used in the yearbook, on posters or bulletin boards displayed in the classroom or school, a school video or on the church web-site preschool page. If you have any exceptions to any specific usage of your child's picture please state:

_____ The school agrees to inform parents when the following situations occur: child's illness or injury while at school, notice of any communicable disease in the child's classroom or throughout the school, or emergency situations which would cause the close of school.

_____ I understand that lunches and snacks are not provided by the school and are to be provided by the parents.

_____ **Parents agree to inform the office immediately of any changes in addresses, phone numbers or emergency contacts**. **Parents also agree to provide an updated Immunization Form from the doctor within 30 days of the child receiving any new immunizations during the year.**

I UNDERSTAND THE ABOVE STATED POLICIES AND AGREE TO ABIDE BY THEIR TERMS.

If parents are divorced or separated, both parents must sign OR custodial parent can sign and attach a copy of Court Order granting custody.

_____ _____
Mother's Signature Date Father's Signature Date

Sandy Springs UMC Preschool admits students of any race, color, national or ethnic origin, or religion to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate in administration of its educational and admissions policies.