



## St. Michael's Episcopal Day School ADMISSION AGREEMENT

The entity known as St. Michael's Episcopal Day School in this agreement refers to: St. Michael's Episcopal Day School and all staff, teachers, Directors, administrators, employees or agents, including volunteers of St. Michael's Episcopal Day School. Your child is now formally enrolled in St. Michael's Episcopal Day School. At the time of your child's enrollment and every May thereafter, you will be asked to sign an Admission Agreement. Please sign and return one copy. Keep the second copy for your records. Below are the Tuition Schedule, Program Options and Hours, and Financial Policies. Please read them carefully.

### TUITION SCHEDULE AND PROGRAM FOR 2016-2017 School Year

St. Michael's Episcopal Day School office hours are 8:00 a.m. to 3:00 p.m., Monday through Friday. You may select from the following program options: (please check appropriate responses)

- Toddler Program** (2 days/wk): \$360.00 monthly fee, 9am – 1pm, Tues/Thurs
- Toddler Program** (3 days/wk): \$400.00 monthly fee, 9am – 1pm, M/W/F
- 2 year-old Program** (2 days/wk): \$384.00 monthly fee, 9am – 1pm, Tues/Thurs
- 2 year-old Program** (3 days/wk): \$420.00 monthly fee, 9am – 1pm, M/W/F
- 3 year-old Program** (2 days/wk): \$344.00 monthly fee, 9am – 1pm, Tues/Thurs
- 3 year-old Program** (3 days/wk): \$390.00 monthly fee, 9am – 1pm, M/W/F
- 4 year-old Program** (5 days/wk): \$564.00 monthly fee, 9am – 1pm, Monday – Friday

**Afternoon Enrichment\*** \$55/monthly fee (for each day); 1-2:30pm, Available Monday – Thursday

Monday  Tuesday  Wednesday  Thursday

*\*Limited space available, for 3 and 4 year-olds ONLY.*

### • PROGRAMS OFFERED AND OPERATING HOURS

We provide nurturing early childhood programs incorporating the standards of the National Association for the Education of Young Children, and the Southwestern Association of Episcopal Schools. A staff, comprised of professional Early Childhood Educators, facilitates our developmentally appropriate Preschool and Enrichment Programs that encourage social, emotional, cognitive, physical and spiritual growth for each child. Children are asked to bring nutritious morning snacks and lunches from home. There are no optional services provided.

### • FINANCIAL POLICY

An annual non-refundable registration fee of \$100.00 will be charged to all enrolled children. A non-refundable May 2017 tuition deposit is required with this form to secure your child's slot or the 2016-2017 school year. A supply fee of \$100 is due by September, 2017. All tuition is due the first day of each month and no later than the 5<sup>th</sup>. Tuition received after the 5<sup>th</sup> will be assessed a \$20.00 late fee. Tuition is paid in monthly payments beginning with the prepaid May tuition due May 1<sup>st</sup> and the final monthly payment that is due on April 1<sup>st</sup> of the current school year. All payments of tuition, fees, and other costs related to St. Michael's Day School are to be kept current as a condition of continued enrollment. If fees are in arrears, a child may not enroll or continue attendance in any of the programs. The Preschool will generally follow the Eanes School District calendar year for school closures. Full tuition is charged for months in which school holidays occur. (Please refer to the School Calendar). The Preschool will close at 1:00 with no afternoon enrichment on days



when school evening programs are scheduled. Vacation/Sick policy: Full tuition is charged for months in which vacation or sick days occur. A \$15.00 fee will be assessed for any checks returned for non-sufficient funds. Late Pick-up Policy: A ten (10) minute window will be allowed for parents to pick up their child from their designated program. Once the ten-minute window is over, a \$15.00 late fee will be assessed for the first fifteen (15) minutes or portion thereof. A dollar per minute rate will be assessed beginning at minute sixteen.

### **WITHDRAWAL POLICY**

Thirty days' notice must be given to the Director if a child is withdrawn from the Preschool after enrollment. If your child is withdrawn after the first day of Preschool, parents are responsible for that month's tuition. Only an official withdrawal within the terms as noted below will release a parent/guardian from the tuition agreement. The Prepaid May Tuition is nonrefundable. Once you choose the after Preschool Enrichment Program, please understand that you are financially committed to the full year, unless after six weeks, the staff determines that the program is not developmentally appropriate for your child. If, after a reasonable period of time, it is found that your child is unable to adjust to the Preschool, the school reserves the right to request withdrawal of the child from the program. This decision is at the discretion of the Director.

#### **• CHAPEL**

I understand that my child will attend chapel as part of the curriculum.

#### **• IMMUNIZATIONS/VISION AND HEARING TESTING**

I understand that immunizations or an exemption affidavit are required for attendance and are due one month prior to the opening of school. I understand that my child will not be admitted without current immunizations or an affidavit on file in the office and that the state requires that any child who is four by September 1st must have a vision and hearing screening.

#### **• MEDICAL CARE**

I understand that in the event of an emergency requiring immediate medical attention, the staff members of St. Michael's Episcopal Day School are authorized to contact emergency medical services or take the child to the nearest emergency room, give the child first aid or CPR when needed, contact the physician identified in the child's record, and contact the parent. Furthermore, I understand that health insurance for my child is not the responsibility of St. Michael's Episcopal Day School.

#### **• ILLNESS**

According to Texas State Licensing requirements and for the protection of all children, your child must be kept at home if s/he shows any of the following symptoms:

An oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or a rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or an armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or a healthcare professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.



### • PHOTOGRAPHS

I give my permission for St. Michael's Episcopal Day School to take photos of my child for use in school activities, classroom posting, and for other specified preschool events. I also understand that no outside publication or display of these photos is permitted without my written consent. I also understand that I will sign the required Diocesan Photography Release form when presented.

### • DISCIPLINE POLICY

**St. Michael's Day School philosophy involves creating a supportive, cooperative atmosphere that encourages self-control, and positive self-esteem. Positive Guidance is based on our belief in each child's ability to grow and learn. As such we build on positive behaviors by:**

- Demonstrating a respectful and responsive adult attitude toward the child
- Designing an environment which offers safety, physical comfort, and opportunities for peer interactions
- Creating a relaxed, flexible daily schedule
- Listening, to, recognizing and reflecting children's thoughts, ideas and concerns
- Responding to children's individual abilities and learning styles
- Establishing necessary limits and boundaries
- Anticipating, intervening and re-directing before disruptive behavior occurs

**Staff are prohibited from using any punishment such as, but not limited to: corporal punishment; withholding light, warmth, clothing, or medical care; ridicule, embarrassment, humiliation, or use of ethnic, gender or racial put downs; or physical restraint other than the restraint necessary to protect a child or others from harm.**

### • REFUNDS / TERMINATION BY THE SCHOOL

This agreement may be terminated by St. Michael's Episcopal Day School immediately for the following reasons:

1. The parent/guardian of the child has allowed their account to become delinquent.
2. The Preschool in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
3. The Preschool in its sole and unfettered discretion determines that it is not in the best interest of St. Michael's Episcopal Day School or other children enrolled at the school to have the child in attendance.
4. Failure of the parent/guardian to honor the obligations listed in this agreement or in any rules, regulations, or parent manuals provided by St. Michael's Episcopal Day School.
5. There is a serious illness or death of the child.

### • RELEASE OF CHILD

Departing children will normally only be released to parents, guardians or other persons who are on the Student Emergency Information record. Please call the school or complete a "Special Release" Form in advance if someone different from a regular adult will be coming for your child. We will ask for positive identification when he/she arrives, which will be photocopied, and the family code word if the staff member does not recognize the individual picking up the child. This code word is chosen by the parents and designated on the child's Emergency Information Record.

**St. Michael's Episcopal Day School**



1500 N Capital of Texas Hwy  
Austin, Texas 78746  
(512) 327-0591  
License #1171766

**• MODIFICATION OF CONDITIONS**

St. Michael's Episcopal Day School reserves the right to modify any of the conditions of this agreement upon thirty (30) days written notice to the parent/guardians.

**I have read and understand the above agreement and will abide by the policies herein. Therefore, I request my child be enrolled in St. Michael's Episcopal Day School for the 2016-2017 school year.**

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**Signature of Parent/Guardian**

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**Date**

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**Address**

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**City**

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**State**

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**Zip**

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**Signature of Administrator**

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**Date**