

## Train Up Preschool Parent/Student Policies

### The Parent agrees to the following:

1. The parent will pay tuition by the first class day each month. \$10 per week will be charged for late tuition. The parent will make arrangements to pay late by speaking with the director prior to the due date.
2. The parent will pay a \$25 fee for checks returned for insufficient funds. The parent will be required to pay tuition by a money order, cashier's check or cash if 2 checks are returned for insufficient funds.
3. The parent will not bring the child before 8:55 am and will pick up the child by 2:00 pm. The parent understands they will be charged a fee for early drop off or late pick up.
4. The parent understands that Train Up Preschool operates September through mid-May. Train Up Preschool will follow the EMS-ISD calendar for holidays and bad weather days. In the event EMS-ISD closes or is delayed Train Up Preschool will be closed. Tuition is the same each month.
5. The parent will **immediately** pick up their child if the child becomes ill during the day.
6. The parent understands Train Up Preschool's Sick Policy. If a child has a fever (temperature 100 or above) or show any signs/symptoms of Covid-19, then the child must stay home. The child must be symptom and fever free without medication for 24 hours before returning to school. Train Up Preschool will follow EMS-ISD Health Policies in cases of illness. See second page for Covid-19 symptoms.
7. The parent gives permission in all emergencies for Train Up staff to take measures that the staff judge to be reasonable for the health and safety of the child.
8. The parent will provide a nutritious lunch. The parent understands that we do not heat lunches. Send only clear liquids - **Please no red or purple beverages**. If a colored drink is sent, it will be left in the child's lunchbox and the child will be given water. Do not send anything in a glass container.
9. The parent will mark all belongings with the child's name (backpack, lunchbox, cup, etc.)
10. The parent understands that being toilet trained is not a requirement for the 18 month old or 2-year-old classes. **Students in the 3 or 4 year-old class must be fully potty trained**. Please send your toilet training child to school wearing what they wear at home (i.e. pull-ups, panties, or underwear). The parent will dress children in clothes that they can pull down and up themselves and clothing that is appropriate for play, paint, mud, water, etc.
11. The parent will leave a complete set (shirt, pants, underwear, socks) of clothes in your child's cubby in case of accidents. ( Maybe 2 sets of clothes if your child is toilet training)
12. The parent understands Train Up Preschool's rest time policy. During rest time mats will be provided and the teacher may choose to play music or a movie. Your child may bring a special blanket/stuffed animal he/she likes to rest with. Please do not bring any other personal toys. Children are not asked to sleep, only to lay still and quiet so that others have the opportunity to sleep.
13. The parent understands expectations of child's behavior. Each class has a set of classroom rules to follow for the benefit of each child as a member of the group. Children will be expected to obey the rules. Children who become unruly in class are lovingly encouraged to mind and follow the class rules. After this a warning may be given and may result in sitting in a time-out, or lost privileges. The next step involves a personal talk with the Director, and ultimately a phone call to the parent.
14. The parent understands Train Up Preschool's biting policy: If a child bites another child without breaking skin, a call will be made to each parent. If a second bite occurs, the child will be asked to go home that day. Any further bites may result in removal from the school at the discretion of the Director. If a child bites and breaks the skin, both parents will be notified and the child that bit will be asked to go home for the remainder of the day.
15. The parent agrees that Train Up Preschool has the right to dismiss any child from the program if the child is unable to participate in a positive manner with group learning and play experiences.
16. The parent agrees that liability for the acts of the child while under the care of the program is the parent's responsibility.
17. The parent agrees to give two-weeks notice if the child must withdraw from Train Up Preschool.

## Train Up Preschool Parent/Student Policies

### **Covid-19:**

Please self-screen yourself and your child before coming to school. Make sure your child is feeling normal and take their temperature. If you or your child is experiencing any of the scenarios listed below, **please stay home from school**, and contact your doctor.

- **Experiencing any symptoms of Covid-19:**
  - Feeling feverish or have a measure temperature of 100 degrees Fahrenheit or higher
  - Loss of taste or smell
  - Cough
  - Difficulty breathing
  - Shortness of breath
  - Headache
  - Chills, shaking, or exaggerated shivering
  - Sore throat
  - Congestion or runny nose
  - Significant muscle pain or ache
  - Nausea, vomiting, or diarrhea
- **Has had a direct exposure to someone who has tested positive for Covid-19 (also known as “close contact”)**
- **Has been tested for Covid-19 and is awaiting results**
- **Has received a lab-confirmed positive test result for Covid-19**
  - If any of these pertain to you or your child, you must allow at least 10 days since the symptoms first started before returning to school. If the symptoms are not Covid-19 related (i.e. an ear infection) you may return before the 10 days with a doctor’s note.

**Name of Student:** \_\_\_\_\_

**Signature of Consenting Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_