



ST. MARK'S IN-THE VALLEY  
EPISCOPAL PRESCHOOL  
GROWING CHILDREN WITH LOVE

**CONTRACT AGREEMENT**

I, \_\_\_\_\_, Parent/Guardian (circle one) of  
\_\_\_\_\_, agree to comply with the following rules and  
regulations of St. Mark's-in-the-Valley Preschool ("Provider") for the **School Year**, beginning  
on \_\_\_\_\_, and ending on  
\_\_\_\_\_.

**HOURS:**

EARLY MORNING DROP-OFF at **8:30 to 9:00 a.m** - charged per diem

PRE-SCHOOL DAY begins at **9:00 a.m to 2:00 p.m** for 3, 4 and 5 year olds Monday through Friday. Doors open at 9:00 a.m. We ask that you please have your child here by 10:30 am at the latest or your child will be considered absent.

**SERVICES OFFERED:** St. Mark's-in-the-Valley Preschool provides an age appropriate curriculum for each class. All learning and art materials are supplied. A morning snack is provided for each child at 10:00 a.m. and lunch is provided at noon.

**TUITION:**

**Early Care is charged at \$5.00 per diem - as used.**

**Pre-School tuition is \$42.00 a day, prorated over a 10-month school year.**

Tuition is due on the first of every month and will be considered delinquent after the 7<sup>th</sup> of each month. A late payment charge of \$5.00 per day will be assessed and payable if tuition is not received by the above mentioned time. Additional fees for the late pick-up, as described below, will be billed in the following tuition payment.

**Late pick-up fees: \$10.00 after 2:10 pm and \$1.00 per minute after 2:15 pm.**

**Please make checks payable to:**

**St. Mark's-in-the-Valley Preschool**

**APPLICATION FEES:** Upon filing your application, a \$50.00 **non-refundable** application fee/deposit is due. (This fee will be deducted from your September tuition.)

**MODIFICATION CONDITIONS:** A minimum of 30 days' advance notice will be given to all parents prior to any rate changes.

**DISCOUNTS:** For families with more than one child enrolled at St. Mark's-in-the-Valley Preschool, a 10% discount will be taken off the total tuition.

**ABSENCE POLICY:** On all regular business days the pre-school is opened to provide service. This means that should you keep your child home for reasons of illness, family outings or vacations, that absence does **NOT** constitute a reduction in service or cost. **THERE ARE NO SUBSTITUTE DAYS OR MAKE-UP DAYS ALLOWED.** Your regular tuition will still apply.

**CHILD ILLNESS POLICY:** St. Mark's-in-the-Valley Preschool reserves the right not to provide care for a child who is, in our judgment, seriously ill or contagious, i.e., a child who we feel would jeopardize the health of the other children being cared for. **Children may return to school 24 hours after symptoms are gone or after being on antibiotics for 24 hours.**

**WITHDRAWAL OR CHILD BY PARENT:** This contract may be terminated by Parent upon **two-week written notice.** If your child is withdrawn without written notice, a **two-week tuition will be charged.**

**CANCELLATION BY ST. MARK'S IN-THE-VALLEY PRE-SCHOOL:** We reserve the right to terminate this contract at any time. (A full refund of any unused days will be made within **5** days of termination.)

**HOLIDAYS, INSERVICE TRAINING AND VACATION:** No care will be provided on **five** paid holidays per year (Thanksgiving Day, the Friday after Thanksgiving, Martin Luther King's birthday, President's Day and Memorial Day). These holidays will be billed as though care were provided. St. Mark's-in-the-Valley Preschool is also closed for three teacher in-service training days, Veteran's Day, the Wednesday prior to Thanksgiving, two weeks at Christmas and New Year's, Lincoln's Birthday, Maundy Thursday, Good Friday or Easter Monday and one week for Easter. (Please note that tuition is **NOT** charged for these closures.) Refer to your annual calendar for these dates each year.

**GUIDELINES FOR RELEASING CHILDREN:** We will release a child only:

- 1. To parents with legal custody or to the child’s legal guardian or
- 2. To anyone the custodial parent has authorized by prior arrangement with us in writing, or
- 3. To police or welfare workers with proper authorization.

**PARENTS TO PROVIDE:** Please bring for your child’s cubby:

- 1. One change of clothes appropriate for the weather.
- 2. One jacket or sweater

**PRE-SCHOOL SCHEDULE TO BE OFFERED:**

MON. TUES. WED. THURS. FRI.

TOTAL MONTHLY TUITION: \_\_\_\_\_.

DATE ON WHICH CARE IS TO BEGIN: \_\_\_\_\_.

**DEPARTMENT OF SOCIAL SERVICES RIGHTS:** As per CCR, Title 22, Section 101200

*Any duly authorized officer, employee or agent of the department may, upon presentation of proper identification, enter and inspect any place upon presentation of proper identification, enter and inspect any place providing personal care, supervision and services at any time with or without advance notice, to secure compliance with or to prevent a violation of this act or the regulations adopted by the department pursuant to this act.*

**PARENT HANDBOOK:** It is understood that the Parent Handbook contains further descriptions and policies of the services offered by St. Mark’s-in-the-Valley Preschool along with the rules and regulations of the school. This handbook is considered a component of this contract.

**PARENTS’ ACKNOWLEDGEMENT:** I have read the attached contract agreement regarding tuition and received a parent handbook containing the policies of St. Mark’s-in-the-Valley Preschool and understand them. I will pay tuition regularly and in advance as required.

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Director

Date

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Parent or Legal Guardian

Date

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Parent or Legal Guardian

Date