



Preschool Contract for the 2023-2024 School year

Mission: Tenacious Elementary School will help establish the foundation for children to reach their fullest potential academically, socially, physically, spiritually, and morally. Children will be challenged and engaged in multiple ways to help each child learn and grow at their own pace in a safe and caring environment.

Materials required to start the first day of school:

1. **Lunchbox, reusable drinking bottle, and thermos-like containers** (used for hot lunches, if applicable) with child's first and last name written on it with permanent marker. **Two complete outfits (pants, shirt, underwear, and socks)** in a bag with your child's first and last name on it, in case they have bathroom accidents or get their clothes dirty.
2. **Velcro or slip on shoes:** Children are responsible for taking off and putting on their own shoes. Please provide them with shoes they can independently put on themselves such as sneakers or crocs. Students must always wear socks and have closed-toe shoes for their safety.
3. **Backpacks:** Please provide your child with a medium-large sized backpack in which they may store their papers or school supplies, as well as a lunch bag/lunch box, and sweaters.
4. **Completed application, signed contract, and copy of child's immunization record are required to begin the first day of classes.** Additional required forms for the state will be provided for you to sign and fill out during the first week of school.

School Policies:

● **Lunch/snacks:** Parents are responsible for providing lunch and snacks for their child each day. Snacks are occasionally provided by the school, along with meals during our cooking units, as well as water refills as needed. Healthy, well-balanced snacks, meals, and beverages should be sent each day, as nutrition and good choices are an important part of our educational program and your child's development. Be sure to offer a variety of choices in case they do not like certain foods and to ensure they get enough to eat. **Lunches and snacks must be completely ready for your child to eat. Fruit must be pre-sliced or peeled, nuts must be shelled, noodles cut, everything must be sent with easy-to-open bags or containers, and hot lunches must be in the appropriate containers as we do not microwave. With so many children, we cannot take the time to prepare each child's food, because we want to be able to supervise them, teach them good eating etiquette, and give them time to play. Please send kid-friendly foods, with child-sized portions that are not messy (such as loose rice or spaghetti noodles). They have ten minutes to eat their snack and up to 20 minutes to eat their lunch.**

● **Foods encouraged at school:** Fruits, vegetables, sandwiches, kid-friendly wraps, crackers, cheese, yogurt, boiled eggs, granola bars, 100% juice drinks, and whole grain cereal.

● **Foods to avoid at school:** High-sugar foods such as donuts, pop tarts, fruit loops, candy, etc, or drinks with added sugar (sweetened juices and flavored milk) are not allowed at school. Cookies, cake, etc are allowed if they are dessert items. Highly processed foods and those with food dyes are discouraged.

- **Attire:** Children are encouraged to wear long sleeve shirts and pants or long shorts or long dresses at least to the knee, in order to best protect their skin from harmful UV rays or injuries outdoors. Closed toe shoes and socks are required each day for their safety. Any child that arrives at school without following the school dress code, will be asked to go home and change due to safety reasons, or the child will not be allowed to play in the yard that day.
- **Illness:** Children's health and well-being is a priority at Tenacious Preschool and Kindergarten. In the event your child is exhibiting any symptoms of illness such as a cough, fever, congestion, or anything else contagious, **state law requires that** you keep the child home so they can fully recuperate and the other children are not at risk for becoming ill. If a child comes to school exhibiting symptoms of illness, the child will be assessed, and the parents may be called to pick up their child. Students must be symptom free for 24 hours before returning to school.
- **Sanitary Procedures:** Students will be required to sanitize their hands upon arrival to school using our alcohol-free sanitizer and throughout the day as needed. Proper handwashing for 30 seconds will be demonstrated and implemented throughout the day as well. High touch and commonly used areas like tables, doorknobs, restroom, and playground equipment will be sanitized on a daily basis.
- **Attendance:** Children are required to attend school on the days in which they are registered. Students are not allowed to attend school on days in which they are not registered as we have legal capacity limits of how many children can attend per day. There are no make-up days for absences with regards to illness, vacation, or personal days off from school, if the classes are full to capacity; however, if there is space available on a given day or days, you are permitted to do so. If you decide to leave for vacation during the school year, you are still financially responsible for paying tuition for the time gone; otherwise, you forfeit your child's spot in the school. The school year is ten months in length from September through mid-June. **Please do us the courtesy of emailing, texting, or calling us if your child will be missing school**, as we take daily attendance and we care about the livelihood and well-being of each child no later than 8:30 a.m. that calendar day.

Registration:

- Registration for the 2023-2024 school year begins May 15, 2023. Students should be ages 3 or older by September 1, 2023, the beginning of the academic year, and fully potty-trained in order to begin from the first day of school. In order to reserve a spot for your child or children in the school, a completed application, along with a copy of the child's immunization record, a signed contract, and a one-time registration fee of \$200 is due.

Materials:

- Tenacious Elementary School's mission is to ensure every child an education which develops them to their fullest potential. Every child has different learning styles, interests, and activities that motivate them into becoming the best. In order for us to provide them with a variety of opportunities, experiences, and choices, we ask for a one-time materials payment. Donations of developmentally appropriate toys, books, and supplies are always appreciated. See table below for materials fee breakdown. Materials fees are due on or before August 1, 2023 or upon enrollment.

Tuition:

- Tuition is due by the first day of each calendar month beginning August 1, 2023 through May 1, 2024. The first day of school will be Wednesday, August 23. August 2023 tuition covers August 23-31 tuition as well as June 1-6. Fees submitted after the 3rd of each month are considered late. A \$50 late fee will be applied for payments received on or after the 4th of each month. The tuition rate is the same each month regardless of holidays, number of school days that month, or absences due to the monthly operation and overhead costs, teacher salary, events occurring that month, and because some months are extra long and balance out the total number of school days in a calendar year.
- **Forms of payment:** Zelle. Please Zelle to phalaa@tenaciouspreschool.com. **Please note:** We do not send invoices, and it is your responsibility to submit payment on time.

Refunds/Withdrawals:

- If a registrant decides to drop from the program after registering, they have until September 15, 2023 for a refund of materials fees and registration fees, and their September tuition will be prorated. There are no refunds after September 15, 2023 for any reason afterwards (September 16, 2023 through June 12, 2024). **If you must drop from the program during the course of the year, or if you decide to reduce your child's days of attendance (ex: switch from full-time to part-time),** you must provide a 30-day notice that you will be withdrawing your child from the school or section, and you are financially responsible for those 30-days. Your child may still attend school during those 30 days or not depending on what you decide. The 30-day notice must be provided in writing, and this must be done in order to provide us with adequate time to enroll another student in the school, and because another child could have benefited from the program in the meantime. There are no withdrawals permitted in the last 90 days of school for any reason starting from March 1, 2024 through June 6, 2024. If you must leave, you are still financially responsible.

Drop Off/Pick Up:

- **Drop off time:** Drop off time for the child/children begins at **8:45 am**. Official instruction begins promptly at 9:00 a.m., so please make your best effort to arrive no later than 8:55 on any given day. **Please AVOID being late as this interrupts the children's learning time, the teacher, and takes away from your child's education.** It is highly recommended that they do not arrive later than 8:50, as some need the morning time to use the restroom, wash, adjust to the environment, and play before they are focused and ready to learn. Students must be accompanied by an adult from the car to the front door at all times or directly in their line of vision.
- **Pick up time:** **Pick-up time is 2:00. Earlier pick-up is not allowed** as it interrupts the children's schedule and our routine at the school. Parents must pick up their child/children no later than 2:15 without being considered late. If you must pick-up early, you must come during lunch, recess, and P.E. hour between **1-2**, to avoid interrupting classes.
- **Late pick up:** Sometimes, for reasons beyond our control, we run late to pick up our children. We understand that this happens to all of us once and a while. If you will be later than 2:15 to pick up your child on a certain day, please text and let us know. You will be charged the extended care rate of \$20/hour or \$5 for every 15 minutes late past 2:15, not to exceed 3:00. For example, if you pick up your child at 2:30, you will be charged \$5, 2:45, you will be charged \$10, and 3:00, you will be charged \$15. Please pay the late fee within one week of the late pick-up in cash or online.

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Fees for the 2023-2024 school year:

Registration: \$215 (one-time payment) used to meet the needs of the student individually (specific learning materials or supplemental ones, craft box, folders, individual gifts or prizes, individual bags).

Tuition:

- **Program 1 (3-days):** \$725/month; 8:45-2 p.m.
- **Program 2 (4-days):** Monday-Thursday, \$840/month; 8:45-2 p.m.

Materials Fee: (one-time payment) books, craft supplies, cooking, science experiments, learning manipulatives, prize incentives, print-outs, carnivals, etc):

- **Program 1:** \$415/year (any 3 days).
- **Program 2:** \$475/year (M-Th).

Agreement: I agree to the contract terms set by Tenacious Elementary School. I have read and I understand all of the policies and procedures.

Parent(s) Names:

Parent(s) Signature:

Student Name(s):

Program in Which You are Enrolling