

Policies: The Play Forest

Tuition / Calendar

Tuition is due on the first of the month. The monthly tuition remains the same despite the holidays set on [our calendar](#). Most holidays follow the Alachua County School's Calendar.

Absences / Cancellations

Notification of a child's absence or late arrival should be made as soon as possible. You will still pay for the days/hours your child is scheduled to come even if he or she does not come.

If we need to close the preschool due to illness or emergency, however, you will not pay for that day. We will prorate that time and deduct it from your next payment.

For Inclement Weather: I request parents to pay ½ price for up to a maximum of 3 cancelled days, when The Play Forest is cancelled due to severe weather.

Accidents / Incidents

Even though there will be direct supervision at all times, injuries do occur occasionally. We will always do our best to prevent them from happening. When a child does get hurt, we will take appropriate actions to care for the child physically and emotionally. All caregivers at Play Forest Preschool are CPR and First Aid certified. An Accident / Incident Form (required by DCF) will be given to you to read, sign, and return if your child gets injured while in our care.

Belongings / Clothing

Your child will have a specific place for his or her belongings. Please be prepared for your child's clothes to get messy/dirty as we will encourage children to play and enjoy themselves without concern about staying clean.

Please make sure your child always has these things available at the daycare: an extra pair of clothes (*or two*), swimsuit and towel (during warm months), a water

bottle, and sunscreen** if needed. It will assist us if you write your child's name on his/her belongings, including water bottles.

***I really don't like sunscreen and would rather find shade or bring shade to the kids. If you're concerned about the sun, please provide a sunhat, and I will add sunscreen if requested. I prefer to apply non-toxic spray sunscreen that is not thick and oily!*

If Your Child is Sick

Sick or contagious children must stay home until they recover from their illness. We do understand that a runny nose or lingering cough are sometimes still present after having a cold. However, a child with a fever, who is vomiting, who has diarrhea, or other severe illness symptoms needs to stay/return home. Please ensure that your child has not had any severe symptoms for 24 hours before returning to preschool.

Pick Up Policies

Please pick up your children on time. If you need to be late, please call to notify us of the amount of time you will be late. Regardless of notification, there will be a \$5 for every 10 minutes charge for childcare provided after the agreed-upon pick-up time. We understand that you will need to run late sometimes, and so we have made this provision to accommodate both your time and ours.

If someone other than a parent/guardian will be picking up your child, the parent or guardian must provide this information in writing in advance. I will ask the person to show their license to me to prove their identity.

Sign In / Out

Please sign in and sign out your child's attendance each day at the clipboard by the front door. This is required legally by DCF.

Damages

In unusual circumstances, there may be severe expensive damage done by a child, which we could not prevent, and which is vital to the functioning of the home or preschool. In these cases, unless caused by the negligence of caregivers, we will ask the parents to pay for repairs or replacements. This does not apply to normal wear and tear on toys or furniture, only to damage.

Termination of Services

For children joining during the school year (September through May), we would appreciate your full commitment to the year. At the same time, we understand

that sometimes it’s best to part ways sooner. If you discontinue your child’s attendance at Play Forest Preschool, parents must give one month’s notice and pay for that final month of childcare, even if you do not send your child to preschool.

We will try to prevent any need to terminate childcare with a family. However, Play Forest Preschool does have the right to discontinue services at any time, for any reason, including but not limited to the parent regularly breaking the policies, the parent and caregiver not being able to communicate and work together, and/or the caregiver not being able to attend to the child’s needs or challenging behaviors. We will first use communication and follow the Discipline Policy before termination of services.

Signatures

By signing, all parties agree to the above terms and policies, including all other Play Forest Preschool policies and procedures.

_____ Provider's Signature	_____ Date
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Parent/Legal Guardian Printed Name

_____ Parent/Legal Guardian Signature	_____ Date
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Parent/Legal Guardian Printed Name

_____ Parent/Legal Guardian Signature	_____ Date
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