

Little Knights Policies Reminder

This is just a reminder of the policies that were agreed upon on the back of the preschool registration form; if you have any questions please do not hesitate to ask!

Billing Information:

1. Monthly fee is due on the first day of the month.
2. A \$20 fee will be charged for returned checks.
3. All past due accounts need to be paid in full before registering for a new school year.
4. The Board of Education reserves the right to cancel this contract at any time. In that event you will be given a two week notice, unless otherwise specified by the Board of Education.
5. **Collections:** I understand that my child's enrollment will be terminated and my account may be turned over for collection if it is in default. I will be held responsible for all costs related to collections.

Medical Emergencies:

I give my permission to K-W Preschool to make whatever emergency (i.e. first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under supervision K-W Preschool.

In the case of a medical emergency, I understand that my child will be transported to the nearest hospital by ambulance if the local emergency resource (police or ambulance crew) deems it necessary. I will be responsible for the cost of the transportation and any and all medical charges.

It is understood that in some medical situations, the staff will need to contact the local emergency resources before the parent and/or another adult acting on the parent's behalf.

Insurance: Medical insurance coverage for children is the responsibility of the child's family or guardian.

Releases:

Field Trips: I give permission for my child to participate in K-W Preschool walking field trips within 10 blocks of the school. I understand that the staff will supervise all field trips and I will be informed in advance of the destination and the means.

Photography: In the event that students in this program are included in any newspaper, radio, television or social media, I give permission for my child to be included in the pictures and the release of his/her name.

Exchange of Information: I give my consent to an exchange of information between my child's K-W Preschool and other Kenyon-Wanamingo Public Schools professional staff whenever it would benefit my child.

Health/Safety:

****Toilet Training:** Children must be **TOILET TRAINED**. A child is toilet trained when he/she can make known their need to use the bathroom and can perform basic hygiene needs independently

*If anyone other than a parent will be picking up your preschooler, make sure to let staff know ahead of time for everyone's safety.