

Enrollment & Tuition

All new Parkside School enrollments are subject to a \$150 **non-refundable** application fee. Full-time enrollments (5-days/wk) will be given preference over partial enrollments (less than 5 days), and 1-day/wk enrollments, or “extra days”, will only be accepted on an “as available” basis by special arrangement. Actual program placement will be made based on developmental assessment with the Parkside staff.

All program enrollments are administered on a monthly tuition basis (see table below). You will be billed monthly for the base tuition of the program in which you are enrolled and any electives and/or field trips. Payments are due in full by the 5th of each month. A 5% late fee will be added to your invoice after the 5th. If tuition is not paid in full by the end of the month, enrollment will be terminated. Outside of the base tuition, at your option, there may be additional costs for special field trips, lunch programs, electives or other special events sponsored by Parkside School. These will also be billed monthly depending on which you choose to participate in.

Please indicate date on which you would like to initiate enrollment: _____

Please indicate daily schedule you would like to program for (check daily boxes):

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate (by circling) the program/schedule you would like to enroll in:

Program Tuition Rates	extra day rate	2 days/wk	3 days/wk	4 days/wk	5 days/wk
Parkside Preschool, Pre-K and Kindergarten (full day)	\$ 45 / day	\$ 405 / mo	\$ 515 / mo	\$ 605 / mo	\$ 695 / mo
Parkside Half-Day Preschool	\$ 45/ day	n/a	\$ 415/ mo	\$ 465/ mo	\$ 505/ mo
Parkside Kindergarten A.M session (7:30 to 12:00) or P.M. session (1:00-5:30)	\$ 45 / day	n/a	\$ 405/ mo	\$ 465 / mo	\$ 505 / mo
Parkside Kindergarten A.M or P.M. with Transportation	\$ 55/ day	n/a	\$ 465 / mo	\$ 535 / mo	\$ 580 / mo

Please list any other daycares or preschools previously attended:

Name: _____ Period Attended: _____

Name: _____ Period Attended: _____

Electives and Food Options

Pizza Day – is currently offered on Wednesday. Lunch includes cheese pizza, a fruit, organic milk and a cookie. The cost for pizza day is \$2.25 per week.

Organic Milk- is available on the days your child attends. Milk is provided by CloverLeaf Creamery at the cost of \$.60 per day and includes milk with lunch and both snacks daily.

Gymnastics- The children enjoy an optional gymnastics class once a week at Tumble Time Gymnastics. A 45 minute class using basic gymnastics to accomplish challenging skills, as well as improve more body awareness and improve listening skills. Parkside School provides the transportation both to and from the class. The cost is \$42.00 per month.

Musical Kids- was formed by Kristin Sample in 1988. With a degree in Music Education and Piano Performance, Kristin developed this early childhood music program to better prepare students for future music lessons. Now licensed with [Musikgarten](#), a national curriculum written by Lorna Heyge and Audrey Sillick, Musical Kids incorporates the latest research and music available for young children. Students enrolled in music attend class weekly. The cost is \$28.00 per month.

Extreme Chess- is instructed by chess master Ted Arney . Each class is devoted to playing, practicing and reinforcing the lessons of the day. Each child receives plenty of individual attention. Chess is fun, and playing the game teaches responsibility, improves discipline, and sharpens critical thinking skills. It also builds confidence and helps children make new friends. Class is once a week and the cost is \$25.00 per month.

Please Initial below in the electives you would like to add:

Pizza: _____ Organic Milk: _____ Gymnastics: _____

Musical Kids: _____ Extreme Chess: _____

Health and Emergency Information

Emergency Contact (if parents cannot be reached): _____

Relationship: _____ Phone: _____

Alternate Emergency Contact: _____

Relationship: _____ Phone: _____

Child's Physician: _____ Phone: _____

Date of last physical exam: _____

Is your child currently taking any medication?

Yes No

If so, please list: _____

Is your child allergic to any medication?

Yes No

If so, please list: _____

Does your child have any known food allergies?

Yes No

If so, please list: _____

Is anyone restricted from seeing your child?

Yes No

If so, please list: _____

Immunizations:

Idaho State Law requires all child care facilities to maintain up to date immunization records for each child. **Records must be provided within 14 days of enrollment.** All enrolled children must be current with all immunizations pursuant to the Idaho Department of Health & Welfare schedule. Any child who has not received a scheduled immunization may not be enrolled unless a proper exemption form is filled out. Exemption forms are available at Parkside School.

Has your child had all his/her applicable immunizations?

Yes No

If you have answered no, have you filled out an Exemption form?

Yes No

Illness:

It is our intention to provide a healthy and safe environment for all children at all Parkside School, and accordingly we are very careful about enforcing our illness policies. If your child is sick to the extent that it will affect the care of or endanger the health of other children, it will be necessary for you to make other arrangements for his/her care during those periods. If your child should become ill while in our care, you will be notified immediately and we can determine at that time the best course of action, which may include your child being sent home. If your child is too sick to remain in our care you must pick him/her up within one hour. While waiting for your arrival we will keep them as comfortable as possible. It is important to have a backup person or be able to leave work yourself in case of illness.

Please do not bring your child to Parkside if he/she has been vomiting, experiencing diarrhea, or had a fever of 100 degrees or more. Your child must be symptom free for 24 hours before returning to school. Please notify us if your child has been exposed to an infectious disease, such as chicken pox, so that we can let the other parents know that their child has been exposed. Children diagnosed with an infectious disease will be excluded from care until the contagious period has ended per doctor's approval.

Emergency Medical Treatment:

No medication will be administered to any child except with written consent of the parent. When medical treatment is deemed necessary, the parents will be notified and asked to take their child to their pediatrician for medical treatment. When parents, or other designated emergency contacts cannot be reached, it is the general policy of Parkside School to transport any child who is injured or becomes seriously ill while in our care, and requires emergency treatment, to the local emergency room. We will follow this general policy if the teacher/care provider judges that a delay in securing treatment would not be in the best interest of the child.

YES, I would like the above emergency medical treatment procedure followed for my enrolled child. In the event I, or my designated emergency contacts, cannot be reached, I hereby authorize Parkside School to call our physician, or if not available, another licensed physician at my expense to provide whatever emergency medical is necessary.

Signature of parent or guardian

date

NO, I do not want the above emergency medical treatment procedure followed for my enrolled child. I prefer the following procedure: _____

Signature of parent/guardian

Date

Other General Policies

Tuition and Fees:

All Parkside School facilities and programs are administered on an average monthly tuition basis regardless of number of school days, holidays, or voluntary absences within the particular month. Monthly tuition payments are due in full by the 5th of each month unless other arrangements are made. A 5% late charge will be added to your invoice for payments made after the 5th of the month. If tuition is not paid in full by the end of the month, enrollment will be terminated. There is a one-time non-refundable application fee of \$150.00 for Preschool, Pre-k and Kindergarten classes. A material replacement fee of \$75.00 will be billed once per annum in May for consumable classroom materials.

Hours of Operation:

Parkside School's regular daily schedule is from 7:30 am to 5:15 pm Monday through Friday. A \$20 late fee will be assessed, and added to the next month's bill, for each daily pick-up that goes beyond our normal working hours. If someone other than the person who drops your child off will pick them up, you need to so indicate. You are welcome to lunch or visit at any time throughout the day. Our doors are always open to you.

Holidays:

Parkside School will normally be closed on the following observed holidays: Presidents' Day; Spring Break (announced annually); Memorial Day; Independence Day; Labor Day; Thanksgiving Day (and the Friday after Thanksgiving); and, December 23 through New Year's Day. These official closures **do not** change the monthly tuition obligations of enrolled students. An official school year calendar will be published each August documenting the specific dates of these closures, as well as any special closures for the coming year. Please log on to our website to obtain a copy of the calendar.

Snow Days:

If the Boise School District cancels classes due to weather, Parkside School will also be closed for the day. Please visit www.ktvb.com for up to date school closures. Tuition will not be credited on these days.

Withdrawal from School/ Termination of Enrollment:

Please notify Patricia Rowan, **in writing, one full month in advance** if your child is to be withdrawn from Parkside School. If your child is withdrawn without proper notice, an additional one month's tuition will be payable upon termination. Likewise, we will give one month's notice if your child is to be terminated, at our discretion, from our school programs. Upon initial enrollment, we also reserve the right to terminate any child's enrollment following a two-week trial period if behavioral problems are evident which cannot be handled in the best interest of the school or the child.

Lunch and Other Meal-time Provisions:

Parents are expected to provide all lunches, as well as a morning and afternoon snack, as appropriate. A snack list will go out each month for each class. Your child's snack day is also your child's share day. Please provide snacks low in sugar content. Organic milk is offered at the cost of .60 cents per day, per your confirmation.

Discipline / Guidance Policies:

The Child Care Licensing Board requires all child care providers to state their guidance policies. Accordingly, Parkside School's policies for our Preschool, Pre-K and Kindergarten programs are as follows:

Parkside Preschool and Kindergarten programs:

1. Adults will model positive methods of guidance which demonstrate problem solving skills and self control.
2. Physical abuse will never be used by an adult at Parkside School.
3. Mental and verbal abuse will never be used by an adult at Parkside School.
4. A child may be removed from an activity for a short period of time in order to give the child a chance to calm down away from the group (but not isolated or unsupervised.)
5. Children may occasionally be held firmly, but gently, to prevent them from harming themselves, others or property.
6. Child guidance methods and/or consequences will never be related to eating, sleeping, or toileting.
7. A child's behavior will be discussed confidentially with the parent so consistent guidance methods will be used at home and Parkside School.
8. Parents may be asked to remove a child from this program if behavior problems occur which cannot be handled in the best interest of the child.
9. The program at Parkside School will focus on preventing behavior problem by providing an organized physical environment and a variety of age appropriate adult-directed and child-initiated activities. Children will be given the opportunity to make real choices about what they will do and where they will play.
10. To provide for a smooth transition from one activity to another, children will be given ample notice when an activity time period is over so they may complete their play or prepare for the change.

Signatures to Agreement

For services listed in this Agreement, and in accordance with the terms and conditions of this Agreement, I agree to pay Parkside School the monthly tuition sum of:

Tuition: \$ _____

I further agree to pay the non-refundable application fee of \$150.00 and any and all electives I have enrolled my child in.

I agree to cooperate with policies set by Parkside School, and to abide by the rules and regulations listed in the Parent Handbook as provided by the School. My signature certifies that I have read and understand these enrollment policies and Parent Handbook and will comply with the terms herein.

Signature of parent or guardian

Date

Driver's License # _____

Signature of parent or guardian

Date

Driver's License # _____

Director

Date

