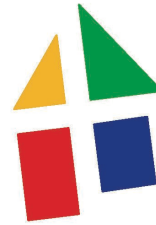


Parent Handbook Acknowledgment and Enrollment Agreement



Chapel of the Cross
Lutheran Preschool

Section I – Parent Handbook Acknowledgment

I/We acknowledge that we have received access to the Chapel of the Cross Lutheran Preschool Parent Handbook. I/We understand that the Handbook contains important information regarding the preschool's philosophy, Christian values, policies, procedures, expectations, and tuition obligations.

I/We agree to read and familiarize ourselves with its contents and to abide by the policies and guidelines outlined therein.

I/We understand that the Parent Handbook is provided for informational purposes and guidance only. It does not constitute a contract and does not create contractual rights between the preschool and any parent or guardian.

The preschool reserves the right to interpret, modify, amend, or discontinue policies and procedures described in the Handbook at its discretion, with or without prior notice, as deemed necessary to serve the best interests of the program and the children enrolled.

Section II – Tuition and Financial Agreement

Enrollment constitutes a financial commitment for the full school year (August through May), regardless of attendance.

I/We understand and agree to the following:

- A non-refundable registration fee is due at the time of enrollment and secures placement.
- Tuition is due on the first day of each month, August through May, unless the annual tuition is paid in full in August.
- Tuition is not prorated for absences, illness, vacations, holidays, weather closures, or emergency closures.
- A late fee of \$25 will be assessed on the 15th of any month with an outstanding balance.
- A \$25 NSF fee will be charged for returned checks.
- Accounts more than 30 days past due may result in suspension or termination of enrollment.
- Before and After Care fees, if applicable, are included in monthly billing and subject to the same payment terms.

Withdrawal or reduction in enrollment requires written notice.

If written notice is provided with fewer than seven (7) business days remaining in the current month, the family remains financially responsible for the following month's tuition.

The preschool reserves the right to pursue collection of unpaid balances, including reasonable collection costs and fees as permitted by law.

I/We accept full responsibility for all tuition and fees associated with enrollment.

Section III – Probationary Enrollment

All new students are enrolled on a probationary basis for the first semester.

Continued enrollment is contingent upon:

- Timely payment of tuition and fees
- The child's ability to adjust to the classroom environment
- The preschool's ability to meet the child's needs within the scope of the program

The preschool reserves sole discretion in determining continued enrollment.

Section IV – Program Scope and Limitations

Chapel of the Cross Lutheran Preschool provides a developmentally appropriate early childhood education program within a traditional classroom setting grounded in Christian faith and values.

The preschool does not provide:

- Daily therapeutic services
- Ongoing one-on-one behavioral aides
- Medical procedures requiring specialized clinical training
- Intensive special education services or implementation of formal individualized education plans

If, in the preschool's judgment, a child's needs exceed what can reasonably be provided within the structure of the program, the preschool the school reserves the right to discontinue enrollment.

Any such determination will be made in good faith and in consideration of the well-being of the child, other students, and staff.

Section V – Health and Emergency Authorization

I/We agree to provide all required immunization and health documentation prior to the first day of attendance and to comply with illness, medication, and health policies outlined in the Parent Handbook.

I/We authorize preschool staff to administer basic first aid to my/our child when necessary.

In the event of illness or injury requiring medical attention, I/We authorize the preschool to seek emergency medical treatment for my/our child. I/We understand that reasonable efforts will be made to contact a parent or guardian immediately. I/We accept responsibility for any resulting medical expenses.

I/We release and hold harmless the organization and its representatives from any claims arising from participation or emergency medical care, except in cases of gross negligence or willful misconduct.

Section VI – Discipline, Conduct, and Dismissal

The preschool uses a Christian-based approach to discipline focused on guidance, redirection, restoration, and the development of self-control.

I/We agree to partner with the preschool in supporting behavioral expectations and maintaining open communication.

The preschool reserves the right to suspend or dismiss a child at its discretion if it determines that continued enrollment is not in the best interest of:

- The child
- Other students
- Staff
- Or the overall program

Such decisions will be made thoughtfully and prayerfully, but remain within the authority of the preschool.

Final Acknowledgment and Agreement

By signing below, I/We:

- Acknowledge receipt of the Parent Handbook
- Agree to abide by school policies
- Understand that the Handbook may be amended
- Accept full financial responsibility for tuition and fees
- Agree to the enrollment terms outlined in this document
- Commit to partnering with the preschool in supporting our child's growth and development

This Enrollment Agreement governs the parties' understanding regarding enrollment and supersedes prior verbal discussions or representations.

Student Name _____

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Families are encouraged to keep the preceding pages for future reference.

Kindly return only this signed acknowledgment page to the preschool director.