



ENROLLMENT POLICY & FINANCIAL AGREEMENT

Please read the following document. Sign and date at the bottom and return the bottom portion to the School Director on or before the first day of school.

This year is going to look a little different than years past. Many of our procedures have changed due to COVID-19 and with the unpredictable nature of this pandemic, all procedures below will possibly change during the school year.

STUDENT DROP-OFF – Prior to the first day of school, you will receive an e-mail titled “First Day of School” which will include specifics on which door to take your child to and any other important information regarding drop-off/pick-up. Preschoolers will have a 10 minute window of time to arrive (5 minutes before class starts to 5 minutes after class starts). Kindergartners will have a 5 minute window of time to arrive (5 minutes before class starts until their class start time). If you arrive outside of this time frame and there is no longer a designated adult waiting at the door, you must call the school office (253-732-1884). Health screenings will take place before your child enters the building (including temperature checks) and face coverings are encouraged. Kindergartners are asked to bring a mask or face shield to keep here at school which will be sent home for cleaning weekly.

Do not send your child into the building without adult supervision! It is the responsibility of the person dropping the child off to make sure that they enter our care safely. In order to adhere to Social Distancing Guidelines due to COVID-19, all students will be dropped off with a School Staff member or Approved Volunteer at the building entrance designated for their class. Parents will not be allowed to enter the building. It is the responsibility of the parent to make sure the child enters the facility with a designated adult.

Preschoolers dropped off at the front door will be escorted to class with a Staff member or Approved Volunteer. Kindergartners will be allowed to walk to class with another classmate (without adult supervision) once they have established a routine and are comfortable doing so.

STUDENT PICK-UP – If someone other than those listed on your Emergency Contact list is picking up your child, you must notify the School Director in advance. Children are expected to be picked up on time. Please pick up your child at the door designated for their class (which will be specified in their “First Day of School” e-mail). We will not release any child to a person whose behavior or health appears to endanger the health or safety of the child. Once your child has been released to you, please keep them with you at all times.

If we need you to come and pick up your child during the school day (due to illness or behavioral issues) we will contact you. If we cannot reach you, we will contact those on your Emergency Contact List in the order listed.

SICK POLICY – To ensure the health of all children, we ask that you do not bring your child to school if you suspect illness or if any of the following are true. It is also important that if anyone in your household or caregivers are exhibiting symptoms, your child does not attend school.

- Nasal discharge (green)
- Fever of 100.4 degrees F or higher
- Vomiting on two or more occasions within the 24 hours
- Diarrhea
- Draining rash
- Eye discharge or pink-eye
- Lice or nits
- Chicken Pox
- Dry cough
- Shortness of Breath
- Chills, Loss of taste or smell
- Sore throat
- Muscle aches

We understand that many of these symptoms can also be related to non-COVID-19 related issues, but we must proceed with an abundance of caution during this Public Healthy Emergency. These symptoms typically appear 2-7 days after being infected to so thank you for taking them seriously. You will need to be fever free for 72 hours or 7 days after the illness began, whichever is longer, before returning.

We are so thankful that you have decided to send your child to school this year amid this pandemic. We are working diligently to keep your children safe and healthy to the best of our ability, but it is important for parents to be aware that just as your child may be exposed to COVID-19 in any other public setting, we can't guarantee that there won't be exposure at Celebration Kidz.

If your child comes down with any symptoms listed above after leaving the facility and you suspect they may have been contagious, please notify us so we can sanitize the facility and communicate to parents as necessary.

If your child is ill, they should remain at home until they are able to participate in a normal school day, including outdoor play.

HOLIDAYS/SCHOOL CLOSURES –

PRESCHOOL: Our Preschool program usually follows the Puyallup School District Calendar and Weather Related Closures (with a few exceptions). However, as long as Puyallup School District is using a Distance Learning model we will be making our own decisions regarding our school calendar. If we have inclement weather and need to cancel classes, the Director will inform you via e-mail and post it on the school's Facebook page. We will NOT make these days up by adding days to the end of the school year. A tentative Calendar of Events will be given to parents at the beginning of the school year; however, changes may be made to the calendar by the Director or Board if necessary.

KINDERGARTEN: Our Kindergarten program usually follows the Puyallup School District Calendar and Weather Related Closures (with a few exceptions). However, as long as Puyallup School District is using a Distance Learning model we will be making our own decisions regarding our school calendar. If we have inclement weather and need to cancel classes, the Director will inform you via e-mail and post it on the school's Facebook page. If needed in order meet Kindergarten curricular needs, we may decide to make these days up later in the school year. A tentative Calendar of Events will be given to parents at the beginning of the school year; however, changes may be made to the calendar by the Director or Board if necessary.

FIELD TRIPS – Depending on what is open and what is being required regarding social distancing, we may or may not be able to have our typical field trips this year. If we do get to attend a field trip, please note that parents will be required to attend along with their children. There will not be classes held on Field Trip days. Tentative dates are listed on the Calendar of Events.

COMMUNICATION – The Staff at Celebration Kidz wants to make sure your child is having a positive learning experience. If at any time you have questions or concerns, please be in communication with us! However, please be conscientious of the teacher’s time and the safety of the children and don’t approach the teachers directly before or after class. This is a chaotic time for everyone and we need to make sure the students are getting our necessary attention 😊 If you have a concern, feel free to contact the Director and if necessary a meeting can be scheduled to talk with the child’s Teacher. Thank you for your cooperation on this!

SNACK POLICY – When it is your child’s turn to be “Snack Helper”, remember to consult the ALLERGY LIST!!! We may have students who are deathly allergic to certain ingredients and we all need to work together to keep those ingredients out of the Preschool! In addition to other allergies, Celebration Kidz is a “NUT FREE/PEANUT FREE ZONE”. Please do not bring any nuts or peanut products into the facility. If your child consumes nuts or peanut products before they come to school, please have them wash their hands thoroughly before coming to school.

Due to COVID 19, all snacks provided by parents must be store-bought and sealed.

SEVERE ALLERGIES – If your child has severe allergies and carries an Epi-pen, please see the Director to discuss an Anaphylaxis Emergency Plan for your child. Depending on the allergy, we may ask that you provide your own snack for your child each day.

SCHOOL READY AGREEMENT:

***Our mission:** As an outreach to our community, we commit to educate children in a nurturing environment that reflects god's love; strengthening their development through a focus on the whole child (physical, intellectual, social/emotional and spiritual).*

We value every child who enters our classrooms and for that reason, we have a policy to help ensure each child’s safety and positive learning experience. The month of September is a learning curve for all of us! During the first month, we will be focusing on teaching the children how to work together as a class, participate and follow directions. Of course, this is a learning process and we don’t expect any child to have this perfected, but if any child is hindering the rest of the class from enjoying their experience at Celebration Kidz, the Teacher and Director have the authority to remove the child from the class until they are “School Ready”.

If we feel that your child is not “School Ready”, please remember that we have a whole classroom of students to consider and that we are making the decision based not only in the best interest of the class, but also in the best interest of your child. Thank you for your understanding and cooperation.

FINANCIAL AGREEMENT...

REGISTRATION FEE – The \$100 Registration Fee required to hold your child’s spot is non-refundable as long as there is an opening available for your child at the time of Registration.

TUITION PAYMENTS – Recurring Monthly Tuition Payments must be setup online prior to the first day of school. It is a requirement that all families be setup on this system. You will have the option to pay by EFT or by Credit Card. Please choose for your payment to be made on the 1st of each month. Monthly tuition rates are determined by figuring out the annual cost and dividing by 9 months for Preschool and 10 months for Kindergarten. Your Tuition rate will be the same every month regardless of how many days are in the month. Please see the chart below to determine your Monthly Tuition rate:

Monday/Friday Preschool & Pre-K: \$125/month (September through May)
Tues/Wed/Thur Preschool & Pre-K: \$150/month (September through May)
Pre-K Enrichment: \$190/month (September through May)
Half-Day Kindergarten: \$350/month (September through June)

LATE PAYMENT FEE – If you fail to have your automatic tuition payments set up to draw on the 1st of each month and/or your tuition payment does not go through, you may be charged a late fee.

To setup your Recurring Payment, visit www.ccpuyallup.com. Under Occurrence, choose “Regularly”, “Monthly” and on the “1st”. Your first payment date should be 9/1. If you register after 9/1, you will first need to make a One-Time Payment for the current month and then setup Recurring Payments starting on the 1st of the following month.

INSUFFICIENT FUNDS FEE – If your recurring payment doesn’t go through on the 1st of the month due to insufficient funds, a service charge may be applied to your child’s account.

PARENT PICK-UP LATE FEE – It is very important that you are on time to pick up your child. Please plan on picking your child up promptly at dismissal time. There will be a late fee of \$1 per minute that parents are late to pick up their children. If you know you are going to be late, please call the School Office (253-732-1884).

EARLY WITHDRAWAL – A two week written notice of withdrawal is required in order to receive a partial refund of the month’s tuition.

(Keep top portion for reference and return the bottom portion to the Director on or before the first day of school)

Thanks so much for taking the time to read this document. We are looking forward to working with your child this year. It is going to be a fun filled year of learning and making new friends!

I, _____, Parent/Guardian of _____
have read and agree to the Enrollment Policies & Financial Agreement for
Celebration Kidz.

Parent/Guardian’s Signature _____ Date _____