



Enrollment Agreement 2012-2013

_____ agrees to enroll _____
(parent/ guardian names) *(child's name)*

in the _____ program at Sunny Hill Preschool for the 2012-2013 school year.
(2.9 year-old / 3 year-old / 4 year-old)

I/we are aware of and agree to comply with the following policies and procedures of the school. A more complete listing of school policies and procedures may be found in the parent handbook.

- Children who are residents of Sudbury need to be three by October 1st to enroll in our three year-old program. Placement of children is at the discretion of the Director and the Sunny Hill Committee. Children from other towns may be placed in accordance with their respective public school cut-off dates.
- A medical certificate completed and signed by your child's doctor must be on file each year that your child attends Sunny Hill. All Department of Public Health immunizations must be up to date and documented. All children are required to have a current lead screening. This is mandated by the State of Massachusetts. If we do not have this information on file, your child will be unable to attend Sunny Hill Preschool.
- Sunny Hill Preschool generally follows the Sudbury Public School calendar. Our school calendar is distributed to parents each year and is included in the parent handbook. Sunny Hill will cancel school when Sudbury Public Schools are closed for snow days, and for other days we consider conditions at school to be unsafe.

Tuition Policies

- An annual \$75 registration fee is required at the time of enrollment. This fee is non-refundable. In addition to the registration fee, a payment of at least one monthly installment is required on January 20, 2012 in order to guarantee your child a place in the school for the 2012-2013 school year. This payment will be refunded to parents who give written notice they are withdrawing their child from the program on or before March 30, 2012. Refunds for children who are withdrawn after that date will be determined on a case by case basis by the Sunny Hill Committee. If a child is withdrawn during the school year at the request of the parents, the school must receive two weeks notice.
- Tuition may be paid in a single payment, quarterly payments or in monthly installments. Tuition payments are due the first day of each month, according to the payment schedule you have selected. If more than one child of the same family is enrolled, a tuition discount is available.
- Scholarships are available on a confidential basis. Please contact the Director if you would like further information about scholarships.

Program Listing	Tuition Rate 2012-2013
2.9 Program	
2-day T-Th morning 9:00 - 11:30	\$315 per month
2-day T-Th afternoon 12:30 - 3:00	\$315 per month
3 and 4 Year-old Programs	
2-day T-Th morning 9:00 - 11:30	\$305 per month
2-day T-Th morning 9:00 - 1:00	\$445 per month
3-day MWF morning 9:00 - 11:30 /afternoon 12:30 - 3:00	\$415 per month
3-day MWF morning 9:00 - 1:00	\$515 per month
4-day MTWTH afternoon 12:30 - 3:00	\$480 per month
5-day M-F afternoon 12:30-3:00	\$530 per month

Issue Resolution Policy

When there is an unresolved issue between a parent and a teacher, the Director shall be notified, orally or in writing. If either party remains dissatisfied after the Director has spoken with each party, a decision may be made to present the issue to the Sunny Hill Committee for resolution. The Department of Early Education and Care can be notified if a parent, teacher or the Director remains dissatisfied with the course of action. Please see the Parent handbook for full details.

Suspension and Termination Policy

The school attempts to provide an environment where children are able to interact with peers as they grow and mature in a loving atmosphere. The school recognizes that some children adapt more easily than others and that there will be varying periods of adjustment for each child. If, after a reasonable period of time, the school determines that a child is not able to participate in a way that benefits the child and the other children in the program, the school retains the right to request that a child be suspended or withdrawn.

The school recognizes its responsibilities to each child admitted; and therefore, the decision to ask a family to withdraw their child will only be made after discussions with the child’s parents or guardians. An explanation will be given to the child, consistent with his/her ability to understand. In the event of suspension or termination, tuition will be refunded on a pro rata basis. The Director will be responsible for providing parents with the names of other programs and resources in the community and assist in finding appropriate services for the child.

Non-Discrimination Policy

Sunny Hill Preschool does not discriminate on the basis of race, national origin, religion, cultural heritage, political belief, marital status, sexual orientation, disability or toilet training in administration of hiring policies, admissions policies, educational policies, scholarship fund or any other school programs.

Media Release

The school does not use children’s names, photographs, or likeness to engage in fundraising or publicity of its program without the written, informed consent of a parent or guardian. However, there may be unsolicited articles or pictures involving your child in local newspapers. On occasion we also photograph and videotape special programs and classroom events. Photographs taken at Sunny Hill may appear throughout Sunny Hill and for educational purposes within the school’s curriculum. Parents or guardians give their consent to these activities by signing the Enrollment Agreement form.

Enrolling your child at Sunny Hill, and signing the Enrollment Agreement form, includes permission for you, and all parents, to photograph events at, or sponsored by Sunny Hill. All such photographs (including videos) are solely for home viewing by family members. By signing the Enrollment Agreement form you explicitly agree NOT to make such photographs (including video) available to anyone else and you agree NOT to post them on the Internet (or any other forum, whether electronic or physical) in any form.

Medical Release

The school will make every effort to provide a safe and supervised environment for each child. However, there are certain risks of injury by accident which are beyond the control of the school and which the undersigned parent or guardian acknowledges. By signing this agreement, the parent or guardian does fully release and discharge from liability for such injuries to the child and for other such medical emergencies which may occur and are beyond the control of the school staff. The parent or guardian further affirms that they have disclosed on their child’s medical form any pre-existing condition which might lead to an injury or other medical emergency if undisclosed to the school.

Signature of Parent or Guardian

Date

** In order for your child to be enrolled in our program, we must receive a copy of a completed, signed Enrollment form, this signed Enrollment Agreement and a check in the amount of \$75 for the registration fee. Enrollment is subject to availability.*