



THE TRAIN STATION PRESCHOOL CHILD PLACEMENT CONTRACT

As of _____ The Train Station Preschool agrees to provide child care services for the following named child(ren):

(Printed Name of Child)

(Date of Birth)

(Printed Name of Child)

(Date of Birth)

Contract Provisions:

- 1) The Train Station Preschool agrees to reimburse prepaid tuition providing the Parent or Legal Guardian provides two weeks written notice of their intent to withdrawal from school.
- 2) The Parent or legal guardian of the child may change said Childs schedule at any time providing there is space available at the preschool and two weeks notice is given
- 3) Vacation time may be taken at anytime and tuition will be adjusted providing two weeks advanced notice is given. Vacation time is defined as full weeks only.
- 4) Students may not exceed a nine hour school day. Families must provide a schedule of arrival time and pick up time. No child may arrive to school after 10 am.
- 5) Tuition is to be paid one month in advance. For example: Tuition for the month of September is to be paid on or before August 1st. On the 15th of August a \$25.00 late fee will be assessed to the Childs account. Tuition for the month of October is to be paid September 1st and on September 15th a \$25.00 late fee will be accessed to the Childs account.
- 6) If account is delinquent in payments the student will be asked to discontinue attendance until account is paid in full. Tuition will continue to be charged to maintain enrollment until parent states their intent, in writing, two weeks in advance to withdrawal their student.
- 7) There will be no credit given for sick days, partial week vacation days, snow days, or days the child does not attend other than prescheduled full week vacations with two weeks advanced notice given.
- 8) Two snacks per day, one in the morning and another in the afternoon will be provided by the school. Breakfast, Lunch and Dinner must be provided by parents.
- 9) Accident/Injury/incident reports must be filled out immediately, signed, dated, and initialed by the director. Parents may need to be contacted by phone before pick up time, depending on the severity of the accident/injury/incident. The report should be reviewed with the parents when they arrive. Parents must sign the form and they should receive a copy. A copy must be placed in the child's file.
- 10) Staff members are to wear disposable rubber gloves every time they are dealing with blood, vomit, urine or any other bodily fluids. Staff members are to wash hands immediately after gloves are removed with soap and water. Keep all children away from the area. Staff members are also required to attend a blood born pathogens training within six months of date of hire.
- 11) When washing hands staff must use soap and hot water washing thoroughly including under nails. Staff must wash hands before and after food preparation or serving. After assisting in

toileting, after every personal bathroom use, after wiping noses including own, after art, science or outdoor play, and any other times that common sense says to do so. Clean and germfree hands are essential.

- 12) All employees must assist in the cleaning and sanitizing of equipment and toys once a week. All small water-resistant toys will be sanitized through the dishwasher. Other equipment and toys will be cleaned with a non-toxic antibacterial soap, rinsed and then sprayed with a bleach water solution consisting of 1 Tablespoon of bleach to 1 quart of water and allowed to air dry.
- 13) All Child Care Centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook must include all reports issued and corrective action plans.
- 14) The above notebook will be available to parents upon request for review during regular business hours, and is located in director's office.
- 15) Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/childcare.
- 16) All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.
- 17) This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- 18) The notebook will be available to parents for review during regular business hours.
- 19) Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.
- 20) The Train Station Preschool will be closed the following days:
 - New Year's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - The day after Thanksgiving
 - Christmas Eve Day
 - Christmas Day
 - New Year's Eve Day

Upon signing this agreement, the parent, legal guardian or responsible adult and the childcare facility agrees to abide by all of the provisions contained in this contract.

[illegible]

In witness whereof, the parties hereto have executed this contract as of the specified date:

Parent, Legal Guardian or Responsible Adult

The Train Station Preschool

(Signature)

(Signature)

(Printed Name)

(Printed Name)

(Relationship to Children)

(Title)