



Enrollment Agreement 2009-2010

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

in the _____ program at Sunny Hill Preschool for the 2009-2010 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 \$50 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 15, 2009 in order to guarantee your child a place in the school for the 2009-2010 school year. This payment will be refunded to parents who give written notice they are withdrawing their child from the program on or before April 15th. Refunds for children who are withdrawn after that date will be determined on a case by case basis by the Sunny Hill Committee. If a child is withdrawn during the school year at the request of the parents, the school must receive two weeks notice.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 2009-2010
2.9 Program	
2-day T-Th morning 9:00 – 11:30	\$295 per month
2-day T-Th afternoon 12:30 – 3:00	\$295 per month
3 and 4 Year-old Programs	
2-day T-Th morning 9:00 – 11:30	\$285 per month
2-day T-Th morning 9:00 - 1:00	\$435 per month
3-day MWF morning/afternoon 12:30 – 3:00	\$390 per month
3-day MWF morning 9:00 – 1:00	\$495 per month
5-day M-F afternoon 12:30-3:00	\$515 per month

Issue Resolution Policy

When an issue arises between a parent and a teacher that they have not been able to resolve, the Director shall be notified, orally or in writing. The Director shall speak with each party. If a parent or teacher remains dissatisfied, the Director shall be notified again and make a decision as to what course of action will be taken. The parent, teacher or Director may decide that this issue needs to be presented to the Sunny Hill Committee for resolution and a request to do so may be presented in writing to the Chair(s) of the Sunny Hill Committee.

If an issue arises between a parent and the Director that they have not been able to resolve, the Chair(s) of the Committee shall be notified, orally or in writing. The Chair(s) may speak to both parties or decide that the issue needs to be presented to the Committee for resolution and a request to do so may be presented in writing to the Chair(s). The Department of Early Education and Care can be notified if a parent, teacher or the Director remains dissatisfied with the course of action. If a parent or teacher contacts the Sunny Hill Committee or any member of this group without first attempting to resolve the issues through the above channel, then the Committee person(s) will refer the parent or teacher back to the appropriate step.

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, religion, cultural heritage, political belief, marital status, sexual orientation or disability in administration of hiring policies, admissions policies, educational policies, scholarship fund or any other school programs.

Media Release

The school does not plan to engage in fundraising or publicity of its programs in the mass media without the written, informed consent of a parent or guardian. However, there may be unsolicited articles or pictures involving the child in local newspapers. We also photograph and videotape special programs and classroom events. The parent or guardian hereby gives their consent to these activities.

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 \$50 for the registration fee. Enrollment is subject to availability.*