

SUPPORTIVE POLICY

I/We pledge to cooperate with and support the administration, faculty, staff and general policies set forth by Holy Family School and Preschool.

I/We recognize that positive and open communication among home, school, and the larger community is in the best interest of the school community and is vital in creating a healthy climate conducive to learning.

CHRISTIAN VALUES

I/We, as parents/guardians, recognize our responsibility as primary educators of our children. I/We acknowledge the importance of teaching Christian values by word and example and pledge to:

Maintain a Christian atmosphere in our home by regular family prayer and Sunday worship. We acknowledge our commitment to the Catholic faith and promise to live it to the best of our ability.

Be involved in and support the sacramental program at Holy Family Parish if applicable to your family.

Assist in our child(ren)'s progress toward achievement of the schoolwide learning expectations, i.e. to become an active **Catholic Christian witness, a responsible citizen, a life-long learner, an integrated individual, and a globally aware citizen.**

HOLY FAMILY PRESCHOOL POLICY AGREEMENT

We, the faculty and staff of Holy Family Preschool, welcome you and your family to our school community. You will find that each of us is firmly committed to the formation of a school community, which will provide an excellent Catholic education for your child. Belonging to our school community demands the commitment and dedication of the faculty and staff to the educational goals of our school. To support the efforts of the faculty and administration in the implementation and achievement of these goals, it is necessary for each parent to accept and support our efforts.

Similarly, it is necessary for you, as the primary educators of your children, to understand fully your part in the formation of the school community. We ask you, therefore, to read the following agreement and to sign it as an indication of your acceptance of your obligation to the school community.

AGREEMENT

1. We understand that certain responsibilities require our continuous support if the school is to achieve its goals, we freely agree, therefore:
 - a. To participate in the religion program and related activities in order to make the teaching of our Catholic faith a reality in the life of our children.
 - b. To encourage our children to learn by providing an environment suitable for home study.
 - c. To abide by all school and diocesan regulations and policies, and to accept all disciplinary actions, including withdrawal of our children for non-compliance with these regulations and policies. To understand the school policies, we will read and refer to the Holy Family Preschool Handbook.
 - d. To abide by the decision of the principal regarding suitable grade placement and advancement or retention of our children.
 - e. To complete and return all forms and records necessary to comply with school, Diocesan, or state regulations.
 - f. To attend all school meetings to increase school-home communications.
2. We understand that tuition and fees cover only a part of the total cost of educating our children. We freely agree, therefore, to support the school through regular and timely tuition payments, and fees.

We understand that:

- ✦ Balance on volunteer hours is payable in full on or before May 1st
- ✦ Balance on tuition is due on or before June 30th
- ✦ Late tuition payments made after your due date will be assessed a late fee per your agreement with SMART.
- ✦ Returned check will be assessed a penalty of \$40

We understand that the Holy Family Preschool Handbook contains the regulations and policies of Holy Family School and we freely agree by them.

3. DELINQUENCY POLICIES:

- a. If tuition is two (2) months in arrears, your children may be asked to withdraw from Holy Family School.
- b. If tuition has not been paid on the agreed upon date, a letter is sent home with the student informing the parent that tuition is delinquent.
- c. If action is not taken immediately, parents will be contacted by SMART. If, non-payment continues, the account will be turned over to the school's collection agency.

SMART TUITION POLICIES

I/We, understand that tuition and all incidental financial obligations (grade level fees) will be billed to each family via SMART each month. Your tuition is due on or before your pre-selected monthly due date (1st, 6th, 10th or 15th.)

Holy Family School receives payment for tuition in the following ways:

- Online or over the phone through SMART Tuition (Credit/debit card subject to a 2.65% service fee)
- Automatic checking withdrawal via SMART Tuition
- In the school office with cash, check or credit/debit card (All credit/debit card payments made in the school office will include a 2.65% service fee.)
- All payments must be received ON OR BEFORE your pre-selected monthly due date. Payments posted AFTER your due date will result in an automatic generated late fee as assessed by SMART Tuition.

Payment received after your payment date will result in a late fee, as assessed by SMART Tuition in the amount of \$40.00. Late fees that are not paid by the end of the following billing month will be withheld from Holy Family School by SMART Tuition. This could result in additional billing by Holy Family School to recoup those funds.

SMART INCIDENTALS

I/We, understand that all incidental financial obligations (grade level fees) will be billed to each family via SMART 20 days prior to your selected due date. Payment is due on or before your selected due date. Late fees will be assessed for late payments according to the terms of your SMART agreement.

ALL TUITION/STUDENT FEE(S) OBLIGATIONS FOR THE 2017/2018 SCHOOL YEAR MUST BE PAID IN FULL BY JUNE 30th, 2018.

Students may not be registered for the new school year if there is an outstanding balance.

PAYMENT TERMS WILL BE STRICTLY ENFORCED.

VOLUNTEER HOURS PLEDGE

VOLUNTEER HOURS: Every school family must perform volunteer services as listed in the Holy Family Preschool Handbook. It is each family's responsibility to complete their volunteer hours and record them in the volunteer hour's book in the school office. Each Family's Volunteer Hour Pledge will be as follows: *30 hours per two parent families/ *15 hours per single parent family (6 of these hours are to be worked at the Fall Festival). Unfilled Volunteer Hours are subject to billing by May 1st, 2018.

MANDATORY MEETING REQUIREMENTS

I/We agree that at least one parent must attend the September grade-level classroom meeting.

I/We agree that new families must attend the New Parents Meeting in the beginning of the school year.

OTHER POLICIES OF NOTE

SIGN-IN AND SIGNOUT: *All children must be signed in and out of preschool by an authorized parent or guardian. The time of signing in and out must be exact not only for billing purposes but also for State regulations.*

ILLNESSES: I/We understand my child may not be sent to school if they have a contagious illness, skin condition, fever of 99 degrees or higher, other illnesses stated in the Holy Family Preschool Handbook or deemed necessary by the preschool. Children may not return to school for a minimum of one 24-hour period and symptom free without medication (exception would be a doctor prescribed medication) if these or any other conditions listed in the Holy Family Preschool Handbook. Same conditions apply if children are sent home from school. A note from physician may be required for my child to return to school.

MEDICATION: I/We understand no over-the-counter medication or non-prescribed medication may be administered at preschool.

BITING: I/We understand that Holy Family Preschool has a zero tolerance policy when it comes to biting. If my/our child bites another child, staff member or representative of the preschool, for any reason, a parent or my/our representative is expected to come immediately and remove child from the center. The Director and/or Principal will decide if and when the child may return to school after a biting incident occurs.

OTHER MISBEHAVIORS: I/We understand that if my child causes harm or abuse, physical or verbal, to a preschool staff member or their representative will be cause to have my child removed from the center. I/We understand a parent or our representative is expected to come immediately and remove my child from the center. I/We understand the Director and/or Principal will decide if and when my child may return to school after such an incident occurs.

DRESS POLICY: *There is not a set uniform for preschool. Athletic style shoes are the only style of shoes to be worn at school. Clothing needs to be such that a child may fully participate in all activities provided by the preschool. Clothing needs to be appropriate for a Catholic school setting.*