



Koala Enrollment Contract

Koala Participation Responsibilities

1. **I will provide all required paperwork**, including my child’s current immunization records on or before the Member Preview in August. I understand that if all required paperwork is not completed and turned in by the first day of class, my child cannot begin class.
2. **I will provide results of a TB Skin Test for the family member(s) who will participate in the classroom. I understand this verification needs to be on file before the first day of class.**
3. **I agree to complete Classroom Participation Training (CPT) in the fall.** This is a six hour training, held in two sessions. Completion of a previous CPT program shall fulfill this requirement unless there is a gap of more than 5 years between child enrollments. Failure to complete this training may be cause for dismissal.
4. **I agree to attend EPC Orientation** prior to the start of school.
5. **I will participate in the classroom (typically) a minimum of 2 times per month** as required. If I am unable to participate, I will arrange for my substitute. I understand the policy for missed participation days:
 - 1st Missed Day – written warning from President and/or Director(s), must pick up an extra participation day the following month
 - 2nd Missed Day - written warning from President and/or Director(s), \$10 fine, must pick up an extra participation day the following month
 - 3rd Missed Day - Termination of Membership
6. **I agree to attend the Mid-Year Parent Education Meeting** in January.
7. **I will serve on a committee or the Board to help maintain the school** and attend a minimum of 75% of scheduled meetings
8. **I will help with at least one special event** (Hayride, My Guy and I, Holiday Movie/PJ Night, Spring/Easter Event) held through the school year.
9. **I agree to participate in EPC fundraising activities** to help raise funds to support the preschool and its programs.
10. **I agree to participate in the Edgewood 500 Festival** in May by arranging for at least one volunteer to work the event and obtaining at least one donation for the raffle or silent auction.

Koala Financial Obligations

1. I agree to pay an enrollment fee of \$165 unless my family qualifies for a discounted fee. I understand that \$75 of my enrollment fee is non-refundable. This enrollment fee includes a partial payment of tuition for May. The remaining tuition due in May will be \$40.
2. If I have not completed Classroom Participation Training (CPT) or my previous training has lapsed, I agree to pay a **Classroom Participation Training Fee of \$20.00 per participating adult.** I understand that I will only need to attend this training one time, unless there is more than a 5 year gap between enrollments.
3. **My tuition is \$80.00 per month.** I will make tuition payments by the 1st of the month (September through May). Multiple Child Discount: First Child pays full tuition amount, and the subsequent children get \$20 off tuition, each month (or SnP session).
4. I understand that I will be assessed an additional fee of \$10.00 if tuition is not paid by the 5th of the month and I agree to pay any such assessed fee.
5. I understand and agree that if I do not make my tuition payment by the 10th of the month for which payment is due, the enrolled child may not return to class until overdue payment and any assessed fee is paid in full. However, the enrolled child may remain in class if a written agreement for a payment plan is made between me and the EPC Treasurer and if I remain current and in compliance with that payment plan.
6. I understand that an additional \$25.00 fee will be charged each time a check is returned due to insufficient funds or a closed account and I agree to pay any such charged fee.

If I fail to meet any of the above obligations, I will promptly make arrangements with the President and/or Director(s) to remedy the situation. This may include additional parent education, extra committee duties, or other assignments at their discretion. Failure to meet the above obligations may result in my child being placed on a waiting list for future classes or termination of membership.

Behavior by students and/or parents/guardians deemed, at the sole discretion of the Board, to be inappropriate, detrimental to the health and safety of EPC students, or otherwise unacceptable may result in termination of Membership or other sanctions at the sole election of the Board. Examples of such behavior include, but are not limited to: Acts of violence, including assault and battery; harassment of or threats against children, members, staff, or other persons; possession of illegal substance or firearms; verbal or physical abuse of any child, talking harshly or inappropriately to any child; profanity, discussing inappropriate topics in front of children; Indecent exposure; being under the influence of alcohol or an illegal substance. Statements of specific grounds for termination of membership or other sanctions in this Agreement or in any other rule, policy, by-law, or other statement of EPC are not all-inclusive lists and are not intended to restrict EPC’s right to terminate membership or impose other sanctions at the sole discretion of EPC’s president, director, and/or Board.

Signature _____ Date _____