



Free Voluntary Pre Kindergarten Half Day Attendance/Tardy/Parent Contract

Student's Name: _____ Date: _____

Parent(s)/Guardian's Name: _____

The financial stability of any educational facility and program is essential to the overall welfare of it's students. Therefore, I agree to the following policies:

1. The New Horizons Country Day School Voluntary Prekindergarten school year will be 180 days with 540 instructional hours. Monday thru Friday from 9 am–12 noon. In the event your child is picked up after 12 noon the late fees are as follows: 12:05–12:15, \$20 late fee, 12:16 until pick up additional \$1.00 per minute.
2. A service charge of \$35 will be added to any account for which there is a returned check or insufficient funds.
3. New Horizons' requires a two week written notification in the event of a schedule change or withdrawal from the program. An administrative fee of \$35 will be charged for any payment schedule changes (wrap around program only) that occur after the first day of school.
4. New Horizons reserves the right to terminate a student's enrollment based on extreme difference in philosophy, inability for a student to adjust to the school's environment, excessive tardiness, excessive absenteeism, or parents' needs not being compatible with the school's best interest.

Voluntary Pre Kindergarten Half Day Program and Non Voluntary Pre Kindergarten Program Attendance and Tardiness policies are as followed:

1. It is essential that your child be here on time every day for the full three (3) hours.
2. If your child will be absent please call the office so we may plan accordingly.
3. Each child is allowed to be absent for 20% of the program year.
4. At no time may New Horizons accept payment from a parent for excessive absences in order for your child to remain in our school.
5. Parents/Guardians must sign the monthly Student Attendance form (AWI-VPK.3I)
6. Children may attend the VPK program without using our wrap around care, however our instructional time continues beyond the VPK hours and your child will continue to learn while in our wrap around care.
7. In the event that circumstances arise outside of the above listed attendance violations then termination from our VPK program is at the discretion of the Director.
8. Failure to maintain our attendance and tardiness policy may/will result in your child being dismissed from our program.

ATTENDANCE/TARDINESS REQUIREMENTS ARE BASED ON PREVIOUS STATE MANDATES AND SUBJECT TO CHANGE IF ATTENDANCE POLICIES CHANGE.

By signing below I understand that I am responsible for the payment of services provided. If for any reason, I am delinquent in my payments, I will be responsible for the cost of any collection and/or late fees. New Horizons requires a two week written notification in the event of a schedule change or withdrawal from the program. There will be no calculated discount or refund for early withdrawal. An administrative fee of \$35 will be charged for any payment schedule changes (wrap around program only) that occur after the first day of school. I acknowledge receipt of the financial policy and it shall remain in my child's student file.

As a parent(s) I have read the polices and agree to follow New Horizons Country Day School attendance/tardiness policies. Failure to meet attendance/tardiness policies as mandated may result in my child's dismissal from the program.

Parent(s) Signature: _____

Parent's Email Address: _____

Administrative Signature: _____ Date: _____