

## **St. John's Preschool Policies and Procedures Acknowledgement Form**

### **TUITION:**

- Tuition is 9 payments processed using **TUITION EXPRESS** for the school year.
- Payment #1 is processed in May of the upcoming school year and is **NON-REFUNDABLE** once processed.
- Payment #2 is processed September, Payment #3 is processed October, Payment #4 is processed November, Payment #5 is processed December, Payment #6 is processed January, Payment #7 is processed February, Payment #8 is processed March, Payment #9 is processed April of the school year.
- Withdrawal of any child from the program requires **30-day** advance notice before the next tuition payment. If the withdrawal is less than **30 days**, you are responsible for the next tuition payment.
- Any child withdrawn in the months of April or May must pay the balance of the year's tuition as our preschool is non-profit and depends upon a full year's tuition commitment.
- Registration and Activity Fees are **NON-REFUNDABLE**.
- An Automatic \$25 will be charged if the account linked to Tuition Express comes back **NSF**. All account holders are responsible for updated checking account information.

I understand the above tuition policies \_\_\_\_\_  
(parent 1 initial) \_\_\_\_\_  
(parent 2 initial) \_\_\_\_\_

### **CARPOOL:**

- Morning Carpool begins at 9:15 (children should be in school by 9:30)
- Afternoon Carpool begins at 12:50 and ends at 1:00.
- After 1:00 is LATE.
- You will be charged \$3 per minute for arrival after 1:00.
- Arrival between 1:05-1:10 will incur a \$20 late fee charge.
- Arrival between 1:10-1:15 will incur a \$25 late fee charge. You will be billed at the end of the month through Tuition Express.
- There will be a 2-week grace period at the start of school to adjust your schedules and figure out traffic, but after that you will only have 1 free pass, then you will incur the late fee charges.
- **\*\*REMINDER\*\*** Have a carpool buddy on file who can pick up your child if you are running late or caught in traffic.
- Please refrain from using cell phones (handheld or through vehicle Bluetooth) during carpool. Your focus should be on your child and other cars on the carpool line.
- **FOR SAFETY!!!** Please **DO NOT** Allow your child to hang out car windows, sunroofs, or sit in your lap during carpool.

I understand the above carpool policies \_\_\_\_\_  
(parent 1 initial) \_\_\_\_\_  
(parent 2 initial) \_\_\_\_\_

## **SCHOOL CLOSURE:**

When **CMS (Charlotte Mecklenburg Schools)** are closed, **SJP** is closed.

When **CMS** has a 2-hour delayed opening, **SJP** will open on a 1-hour delay (carpool begins at 10:15).

- A message will be sent out via Parent Connect regarding closures
- There are **NO REFUNDS** or **MAKE-UP** days for any day **SJP** is closed due to weather closures, illnesses or scheduled vacation days.
- There are scheduled **SJP** school closure days designated as teacher workdays to give your child's teachers time to work on curriculum, prepare for monthly theme changes and attend developmental workshops.

I understand the above school closure policies \_\_\_\_\_  
(parent 1 initial) \_\_\_\_\_ (parent 2 initial)

## **HEALTH:**

- **Diarrhea:** If your child has explosive or uncontrollable diarrhea at home or at school, they may return to school only after 48 hours diarrhea free and solid stools.
- **Fever:** A child will be sent home if their temperature is 100.4 or higher and **MUST** stay home the next day for observation. Children **MUST** be free of fever (any temperature above 98.6) for at least 24 hours without the use of fever reducing medications before returning to school.
- **Vomiting:** If your child vomits at home, in the car to school, or at school, they may not return to school for 48 hours and **MUST** be vomit free for at least 2 solid meals.

I understand the above health policies \_\_\_\_\_  
(parent 1 initial) \_\_\_\_\_ (parent 2 initial)

\*Please note-These are the 3 most common reasons a child is sent home from SJP. Please refer to the Health Section in the Parent handbook for a more extensive list of our health policies.

## **POTTY -TRAINING: (for parents of children in our Older 2's and 3's program)**

- Children who are 3-years old at the start of the school year must be potty trained by **September 15<sup>th</sup>**.
- Children who turn 3-years old during the 1<sup>st</sup> semester (Sept.-Dec) must be potty trained by **January 15<sup>th</sup>**.
- Children who turn 3-years old during the second semester are given **4-6 weeks** after their birthday to be potty trained.
- If you are struggling with potty training, please discuss it with your child's teacher. If necessary, a plan of action will be created for your child to remain at school during this process. In some situations, a child may be asked to stay home until training is completed.

I understand the above potty-training policies: \_\_\_\_\_  
(parent 1 initial) \_\_\_\_\_ (parent 2 initial)

We have read, acknowledged, understand, and accepted these policies as well as the policies and procedures in the 2026-2027 St. John's Preschool handbook.

St. John's Preschool reserves the right to update/change certain criteria as needed.

St. John's Preschool reserves the right to withdraw a student for non-payment of any fee.

*Both Parents or Responsible Parties must sign and return to administration office before a child can attend St. John's Preschool.*

Sign\_\_\_\_\_ Date\_\_\_\_\_

Sign\_\_\_\_\_ Date\_\_\_\_\_

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Received in office \_\_\_\_\_