



Immaculate Heart of Mary School

Immaculate Heart of Mary Preschool and Childcare Center Agreement 2024-25

Please initial each item and sign/date form

_____ I have read the IHM Preschool and Childcare Program Parent Handbook and I agree to abide by all the terms stated in the handbook while my child receives care. The handbook included all the following information (R. 400.8146 (1-2)):

- Criteria for admission and withdrawal
- Schedule of operation, denoting hours, days and holidays during which the center is open, and services provided.
- Fee policy
- Discipline policy
- Food service program
- Program Philosophy
- Typical daily routine
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Medication policy
- Exclusion policy for child illnesses
- Notice that the center keeps a licensing notebook containing summary sheet, all licensing inspections and special investigation reports and related corrective action plans for the last five years. The licensing notebook is available to parents/guardians during regular business hours.

_____ I understand that the tuition is due monthly.

_____ I understand that I will be assessed a late payment fee if tuition payments fall behind and a late pick-up fee for any day my child is not picked up on time.

_____ I will pay for my child's enrollment spot even if he/she is not present due to illness, time off or vacation.

_____ I understand that I must give two weeks written notice to withdraw my child from the program, and that fees will be due through the end of the two-week period whether my child attends.

Parent Signature _____ Date _____

Director Signature _____ Date _____