

Parental Responsibilities and Agreement Contract

It is important that parents fully understand the required **financial and service obligations** to the school as well as the **policies for health, illness and safety, Covid-19** and **parent communications**.

Please **carefully read** the following information before signing the parental responsibilities agreement contract at the end of this section and before initialing required contents.

Financial Obligations/Information

Application fee: The **non-refundable** Application fee of \$125 per child is due when submitting the Application Form. This fee is waived for currently enrolled families.

Enrollment fee: The **non-refundable** Enrollment fee is equivalent to one month's full tuition and this fee must be received by the due date to guarantee enrollment for the 2020-2021 preschool year.

Program Supply fee: The **non-refundable** Program fee is dedicated to your child's supplies and materials (not including snack) for the year and is due upon acceptance of enrollment and prior to the school year ahead. The fee for the 2020-2021 year is as follows: children enrolled in the 3-mornings/week program - \$285; children enrolled in the 5-mornings/week program - \$310.

NEW Covid-19 fee: The **non-refundable** Covid-19 fee of \$300 per child is due upon acceptance of enrollment. The Covid-19 fee covers special sanitization supplies and equipment **AND** the 3% charge for no-contact, streamlined electronic tuition and fee payments.

School Tuition - Two options

A) **Monthly schedule:** Monthly tuition is paid in 9 equal installments, August 1, 2020 to April 1, 2021.

- 3-mornings/week program – \$490 per month (discounted annual tuition of \$4190)
- 5-mornings/week program – \$605 per month (discounted annual tuition of \$5173)

In the event of a default on tuition TCGP will employ vigorous collection procedures to ensure payment. By signing this contract, the parents/guardians agree to pay The Children's Garden Preschool for original annual tuition fees; incurred late fees; any costs of collection, including, but not limited to, attorney's fees.

B) **Annual tuition discount:** A 5% discount is available for those families pre-paying the full annual tuition by August 1, 2020. The tuition discount does not apply to the application, enrollment, program, or service alternative fees.

Cancellation/Withdrawal: Any cancellation of enrollment must be *received in writing 30 days before* the last day of enrollment. Prepaid tuition may be applied to any remaining balance on your account or to the final 30 days of enrollment.

Service alternative fee: FOR 2020-2021, all families are required to volunteer 3 hours annually** on a TCGP committee or school event/s, or pay a \$200 **non-refundable** Service Alternative fee by November 1, 2020.

**Please see the following pages for information and options and requirements on service hours to the school.

_____ **Initial here, indicating you have read and understand the financial obligations being undertaken, as a condition of enrollment.**

Annual Service Policy and Commitment

This year, the school requests THREE service hours or the service alternative fee of \$200 (**per family**). This number of hours is the minimum requirement and has been adjusted down from the usual six hours per year, given our fully outdoor program and the Covid-19 situation. Please view the options below to see how your time and talents are best matched and complete this section before sending back your completed paperwork. For families not able to give the minimum of three service hours this year, the option to check off the Service Alternative Fee appears at the end of this section.

Please consider how you will fulfill the service hour agreement and related requirements for your family. Look over the following information for this year. Thank you!

Buildings & Grounds SUMMER Community Workdays & More

- This year, we have scheduled a number of OUTDOOR “distance” community workdays at the school designed to allow for play yard and expanded space preparation, yard/garden maintenance and tidying up to entrance areas. We need YOU! Staff and families are all encouraged to attend. The workdays will give you a variety of tasks, your choice of time slots and days to work around your schedule.
- Can’t attend any workday dates? Other maintenance projects (painting, window cleaning, to name a couple) or improvements need to be completed and can be scheduled around your availability and school hours. There are some small projects inside the school that can be done while we are outside this year, so that you can work safely and alone. Let us know of your skillset and availability in the Pro-Bono Services section below.

Community Fundraising

- This year, we plan to hold at least two seasonal PASSIVE fundraisers **AND** a handmade goods online community benefit auction, before end-of-year holidays . What’s different about our auction this year is that we will NOT be asking you to solicit business donations for obvious reasons. Instead, staff and families will be donating items such as handmade crafts, food such as meals and baked items, jewelry, accessories, home decor, supplies, vintage, children’s items, etc.
- Every family is required to participate in the BENEFIT AUCTION. We are a non-profit 501(c)(3), and must raise funds each year, as part of our annual budget, as well as our commitment to being an inclusive community. We need to raise around an average of \$450-475 per child through our fundraising efforts to meet those requirements. We share this with you now so that everyone understands the importance and need for 100% support and involvement.
- What are fundraising dollars used for? Our garden scholarship fund is used to help offset tuition costs by offering financial assistance to those in need. Also, we have classroom and equipment improvements for next year as well as a building-exterior project to fund that we postponed this year due to cancellation of our spring 2020 auction.

CREATIVE HIVE ONLINE COMMUNITY BENEFIT AUCTION (November Dates TBD) –

Each family shall be contributing a minimum of handmade goods or services as donations* at a value to be determined.

_____ please check off here if you are interested in being part of our virtual auction committee, as a parent representative in your child’s cohort

**Families who do not contribute the minimum value of “handmade” donations to the auction, will be charged a donation replacement fee.*

Community Events

Each year it's been our tradition to hold a couple of lovely family events (seasonal "festivals") that are designed to strengthen our school community, while sharing the beauty of The Children's Garden with families, friends, relatives and neighbors. It is not certain if the two events we've scaled back to - mentioned below - can happen, based on the situation with Covid-19. We are setting them on our calendar, in the event they can occur. Please look at how you can be involved if inclined. We will make announcements about these plans as soon as we know if we are able to move forward with them:

_____ **The Children's Garden Lantern Walk - fully outdoor event** (Saturday, November 14, 2020 from 6:30pm to 8pm) – Helping to assemble luminaries, pre-event; helping with set up and cleanup for the lantern walk through Grant Park, the night of the event; counts as approximately 1 – 2 hours

_____ **The Children's Garden Spring Festival & Picnic- fully outdoor event** (Thursday, March 25, 2021 from 11am to 12:30pm) -- Helping to set up spring garden the morning of the event, helping with clean up after the event; counts as approximately 1 – 2 hours

Teacher Appreciation

There are a couple of small scale events held for the teachers each year. If you are interested, please let us know. Preparing food for delivery is the primary task, if you are inclined!

Teacher Coffee/Lunch

(volunteer to prepare food items/coffee, etc for delivery to the preschool):

_____ Tuesday, October 27th, 2020, 12:30pm; counts as approximately 1 service hour

_____ Monday, January 4th, 2021, 12:30pm; counts as approximately 1 service hour

Covered Dish Luncheon – Teacher Appreciation Day

_____ Monday, May 17th, 2020, 9am; counts as approximately 1 service hour

Pro-Bono Services

Whenever there is a need for these services, the school will contact you to discuss needs and determine when to meet. Pro bono services count as service hours each year. However, there is no guarantee that any professional services will be required in any given school year. Indicating what services you are willing to offer will simply allow us to contact you should these needs arise. Thank you!

_____ Interior sanding and painting

_____ Window cleaning - interior and exterior

_____ Construction/Carpentry/Repairs/Electric/Plumbing, etc.

_____ Graphic Design/IT/Website or Web Developer

_____ Landscaping

_____ Other (please describe) _____

Service Alternative Fee: For families unable to give the minimum three service hours – choose this option instead:

_____ I will pay the \$200 *non-refundable* Service Alternative Fee by November 1, 2020. (I understand this does not exclude my family's required participation in the school's online community auction).

HEALTH, ILLNESS & SAFETY Policy - Part 1

We request that **your child be well and rested** when you bring her/him to preschool. In the 2020-2021 school year, we have added a special **COVID-19 Policy**. It immediately follows this policy and requires your full understanding and adherence.

Please understand how important it is for your child, his/her classmates, our staff and community that everyone adheres to the school's health, illness and safety policies below. TCGP is authorized to use its discretion to determine if a child should be at school, based on information that is available. If your child simply seems under the weather or has been given any medications within 24 hours, children should most likely NOT be at school. ***We kindly request a call from you when your child must stay home due to illness. Please call the preschool office 404.624.8591 or notify your child's teacher directly via cell phone/text message.***

Your child is REQUIRED to STAY HOME when he/she:

- Has a fever (children **must be fever-free for a MINIMUM of 24 hours** before returning to school).
- Has any viral/respiratory symptoms such as **body aches, cold congestion, cough, nasal discharge of any color**
- Has any **eye discharge** (anything other than tears)
- Has **a rash or hives**
- Has had a **loose bowel movement within the last 24 hours**
- Has **been awake for a long period of time** during the night
- Has **vomited within the last 24 hours**

In the event of trauma or injury (occurring away from school) requiring medical treatment, a physician's note will be needed by the school for your child to return. Additionally:

Prior to your child's return to school, parents are required to contact the director by phone, to advise the school of your child's condition, specific needs and information about the injury or trauma. To best understand how to care for your child at school in our outdoor setting, meet his/her needs both physically and emotionally, and consider the individual and class needs as a whole, this is imperative.

First-aid will be administered for all minor injuries at the school, and parents will be notified. Our teachers are CPR-certified and have basic knowledge of first aid. Teachers carry their own cell phones for safety and direct means of contact.

Serious contagions and school communications: Please **immediately notify the preschool** about positive cases of cases of "Covid-19", Influenza B, H1N1, Rubella, Pertussis, Mumps, Varicella, Pinworms, Ringworm, Head lice, Strep, any easily contagious virus or **any** other communicable disease.

Our policy is to communicate with classroom families immediately and at any time urgent communication is warranted and/or required under public health guidelines, the whole-school community shall be notified. In our effort to accurately disseminate information affecting preschool families, we follow a protocol involving communication with the family reporting the illness and await a clinical diagnosis/test result before sharing information with the school community. Should there ever be a time when this kind of information must be shared with you, we shall respond immediately. Communications regarding any serious contagion shall always come from the director.

COVID-19 Policy - Health, Illness & Safety - Part 2

The Children's Garden Preschool (TCGP) has created a special section to our overall Health, Safety & Illness policy for Covid-19. This policy's measures are derived from guidelines for schools and child care settings from the following agencies or organizations: the Georgia Department of Public Health (DPH), the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP) and the National Resource Center for Health and Safety in Child Care and Early Education (NRCHS). The policies and procedures, herein, are used in direct context to our outdoor learning program for the year. It is imperative that each family in the school and each member of our staff understand that their adherence and compliance to this policy helps keep our school a LOW-RISK environment to the disease pathogen known as Covid-19. TCGP's Parent Waiver & Release of Liability is attached to this section.

- TCGP requires **any child or staff member who is ill, to remain at home and notify the school**. ALL illnesses, whether symptomatic or asymptomatic, will disallow a child or staff member's admittance to the outdoor program, until clear of illness. Seasonal allergies with a doctor's explanation and clearance to attend, are the exception to this policy.
- TCGP requires all staff members to **undergo a daily health check and temperature check before entering the building** to prepare for the day.
- TCGP requires each child to **undergo a daily health check and temperature check upon arrival, with their parent at the car**, before being received by their teacher to start the day.
- TCGP requires **administrators to always be masked when conducting daily health checks** for children (at the car) and earlier in the morning, for all staff daily screenings.
- TCGP requires **parents to walk their child to his/her teacher each morning** and **parents to pick up their child each afternoon** at the designated spot along Park Avenue. Parents are expected to wear masks any time close contact (less than 5 feet) is required with their child's teacher.
- Only members of **TCGP staff are allowed to enter the building**, unless in a case of emergency. Enrolled children may enter the building with a member of staff if warranted. Parent volunteers may enter the building to work, with social distancing in place, in groups of one or two, with prior permission.
- TCGP requires **all children and teachers to wash their hands upon arrival** to the play yard each morning.
- TCGP requires **mandatory reporting (to the school)** of any child or staff member who is directed or required to undergo a test for Covid-19. TCGP requires **mandatory reporting (to the school)** of the test results of any child or staff member who has a positive or negative result for Covid-19. Any child or staff member who tests positive for Covid-19 is required to **remain at home for at least 14 days**. Members of the cohort (children and staff) that any positive case occurs in, would also be required to remain at home for 14 days.
- TCGP is under a **mandatory requirement** to IMMEDIATELY report any positive test result to the parents and staff of the school.
- TCGP is under a **mandatory requirement** to IMMEDIATELY close the school for 3 to 5 days for deep cleaning and sanitization, if a child or staff member tests positive for Covid-19, before reopening.
- TCGP expects **families and staff to continue practicing CDC recommended social distancing measures and use of masks in public spaces** (indoor public facilities and where mixed with "others" in public outdoor spaces), at all times.
- TCGP requires **teachers to always be prepared to cover their nose/mouth area with masks when very close contact is required with a child** for more than 5 minutes (IE: injury that requires medical treatment or perhaps carrying a child).
- TCGP requires **staff who travel or families traveling with children who have to "mix" with others in what the CDC calls "higher risk" public environments** (IE: a theme park, a cruise, or large public event over 10 people) and outside their cohort - to wait 10 days to return to school upon arriving home. If traveling strictly with family/cohort members, this restriction does not apply.

SAFETY POLICY for Child Arrival /Drop-off and Parent Pick-up
Health, Illness & Safety - Part 3

- TCGP requires parents/caregivers to **remain inside their vehicle or if walking, waiting at our sidewalk table, until a director approaches you and your child** for the daily health and temperature check. This is the first step of morning arrival/drop off.
- TCGP requires parents/caregivers to **bring your child to the morning drop-off place where their teacher will greet both your child and you after daily health check** (designated sidewalk area near the play garden); parent or designated caregiver is to remain with child until teacher has received child into their care.
- TCGP requires parents/caregivers **use designated curbside parking area and crosswalks on Park Avenue and/or Sydney Street,** to safely **walk with your child** to and from the car or to the designated area near the play yard.
- TCGP requests parents/caregivers **bring your child to school on time** (8:55 - 9:10am arrival/health check/drop off for Owls & Robins; 9:15 - 9:25am arrival/health check/drop off for Starlings). This allows each child to have the full benefit of being received and included in class and mixed age play as well as for the child's benefit in experiencing the **whole morning.**
- **Late arrivals happen sometimes:** If you are late please send Sally a text if your child won't make it to the yard for morning play/drop-off BY 9:25am. The director who is doing daily health and temp checks will be returning inside the building by 9:30am each morning. Let the senior teacher know first and you will need to wait in your car till a director can come.
- TCGP requires parents/ caregivers **arrive on time for pickup, ready to receive your child with mask ready if needed** (12:30pm for Starlings/12:40pm for Robins & Owls). Children shall have the joyful and all-important "Good-bye Circle" with their teachers and friends, only. **Parents must wait right next their cars, if parked right alongside the play yard on Park Avenue, for a teacher to bring your child to you.** If you are **walking or have parked on Sydney Street or on the other side of Park Avenue,** you will need to **walk up near the play yard steps and wait for the teacher to bring your child to you.** Parents/caregivers shall always remain at sidewalk areas for arrival and pick up.
- TCGP requires **parental consent in writing, in advance, if someone other than you or already-designated caregiver, is picking up your child.** Written consent must be emailed to the school. Parents can easily add names and contact information during the year. Changes must be done by you, as parent, via email only. **Any changes to your family's authorization-to-pick up your child are 100% parent responsibility.**
- TCGP requests **parent communication directly with your child's teacher, in advance, if you need to pick up early for an appointment or other circumstance.**
- TCGP requires a **new caregiver provide photo ID to the on-duty director, when picking up for the first time.** Even in cases of this being a relative or someone you have authorized on child forms as a back-up or emergency pick up person – if we have not met this individual – ID is required for your child's safety.
- TCGP requests parents/caregivers **support your child in carrying his/her own backpack (Owl or Robin) or cloth bag (Starling) to school in the morning, and upon leaving for the day to head home.** This fosters a sense of "I can" and nourishes the will of the child.

PARENT COMMUNICATION Agreement

Health, Illness & Safety - Part 4

- TCGP requests **parents communicate openly and directly with child's teacher regarding your child's development, daily experiences or in regard to cases of minor injury or incident (at school)**. Daily morning and afternoon parent-teacher contact is usually very brief and now, socially distanced. Advising your child's teacher of anything to know ahead of the day (IE: difficult night of sleep, late nights during the weekend, changes in routine due or illness, etc., new baby news, and so on..) will allow us to best meet your child's needs and hold awareness of anything different your child has been experiencing. This is helpful for all and best shared outside the presence of your child (**a text before school** is always good for this type of thing). Phoning or messaging teachers after school is an excellent way to check in should you ever have a question or any kind of concern related to your child.
- TCGP requests **parents engage in their child's experience at school** by opening and reading all class communications sent by your child's teacher, attending two parent-teacher virtual conferences this year, and attending a virtual parent curriculum/enrichment night this year.
- If there is ever a time that teachers and/or directors wish to address any developmental challenges or concerns, we will call for a virtual meeting with a parent. At times, it may be necessary to develop a plan that involves continued, longer observation periods, additional feedback between home and school, and occasionally, a referral for outside support services for the child. **Parents should be aware that the school maintains a consistent practice of dedicated child and family support, a strict policy of 100% confidentiality and a professional commitment to every child's development.**
- TCGP requests that **parents communicate with the director regarding any concerns about the school's practices and policies, or in regard to further developmental concerns or challenges of any kind that may be occurring.** We believe open, candid and compassionate communication and sharing of information is a path to understanding, growth and truth.
- TCGP **requests parents handle all administrative and financial questions or interactions through the school office only.** This year, these matters will be addressed and managed with no-contact via office email (preferred) or by office phone. The school phone number is 404.624.8591 and our email is office@thechildrensgardenpreschool.org
- Parents and caregivers should be aware that we keep **the front doors of the school locked during program hours.** If you need emergency access please call 404.624.8591 to speak with Melanie or leave a message.

_____ ***Parents - please initial here, indicating you have read and understand the 1) Health, Illness and Safety Policy, 2) the 2020-2021 COVID-19 Policy, and 3) the Parent Communication Agreement, as a condition of enrollment.***

WAIVER AND RELEASE OF LIABILITY BY PARENTS

Given the potential exposure to viruses and other pathogens including, but not limited to COVID-19 (collectively, Pathogens), and in anticipation of my child's return to the care of The Children's Garden Preschool (TCGP), I hereby make the following waiver, release and other representations and covenants set forth herein, on behalf of my child.

Acceptance of Risk; Release; Indemnification. The safety and security of the children in its care remains a top priority of TCGP. Although the risk of exposure to Pathogens is unlikely, I understand that there is still risk associated with my child's return to care at TCGP, including but not limited to, increased social contact and interaction with TCGP employees and other children. To help reduce the spread of Pathogens and to protect TCGP employees and other children, TCGP encourages all children and parents to adhere to all safety and health guidelines for the prevention of Pathogens, including those issued by the Georgia Department of Public Health and the Centers for Disease Control and Prevention. All persons should engage in frequent hand washing using soap and water for at least twenty seconds (or, if soap is not available, use an alcohol-based hand sanitizer), sanitize surfaces and objects frequently used, wear personal protective equipment such as face masks and gloves, and follow any and all other preventive measures recommended by applicable authorities. Notwithstanding the foregoing, I understand that the above guidelines do not completely eliminate my child's risk of exposure to Pathogens and, should my child or anyone in my household experience any Pathogen symptoms (such as fever, cough, body aches, or shortness of breath), I am advised to keep my child home, not to bring my child to TCGP, and follow the advice of my healthcare provider, clinic, or hospital. In such cases, I will immediately alert TCGP of such symptoms.

Regardless of any steps taken by TCGP to reduce the risks associated with Pathogen spread, I am fully aware that there are a number of risks associated with my child's care at TCGP, including without limitation, being exposed to and contracting a Pathogen from other individuals, surfaces and/or airborne particles. I understand that my child's contracting of a Pathogen could result in serious medical symptoms requiring medical treatment in a hospital or even death. On behalf of myself and my child, and our heirs, successors, and assigns, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at TCGP arising from or relating to a Pathogen, including all illnesses, injuries, damages or death arising therefrom, and I hereby forever release, waive, relinquish, and discharge TCGP, along with TCGP's shareholders, officers, directors, members, managers, officials, partners, trustees, agents, contractors, employees, affiliates, or other representatives, and their successors and assigns (collectively, the TCGP Representatives), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, Damages) arising from or relating to a Pathogen as a result of my child's care at TCGP, and including but not limited to claims based on the alleged negligence of any TCGP Representative or any other person. I further promise not to sue TCGP or any TCGP Representative for any illness, injury, death or other Damages arising out of or related to a Pathogen and agree to indemnify and hold them harmless from any and all Damages resulting therefrom as a result of my child's care at TCGP.

If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable. I may seek advice from legal counsel before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal counsel or wish to waive the opportunity to seek the advice of counsel before signing.

READ CAREFULLY -- BY SIGNING THIS DOCUMENT YOU MAY GIVE UP IMPORTANT LEGAL RIGHTS.

PRINT NAME OF PARENT _____
Last First MI

PRINT NAME OF CHILD _____
Last First MI

SIGNATURE: _____ DATE: _____

PARENT RESPONSIBILITIES Agreement

I, _____, (please print name) agree that I am responsible to pay tuition and all other fees by the due date, as ***outlined in this Parental Responsibilities Contract.***

I understand that the information contained in this contract is accurate to the best of TCGP's knowledge, but that TCGP reserves the right to make program or financial adjustments, if necessary, to best serve the families and program at TCGP.

I understand that by paying the application, enrollment, program supply and Covid-19 fees I am reserving a place for my child at TCGP and that these fees are strictly **non-refundable.**

Signature of Parent/Legal Guardian

Date

TCGP MEDIA RELEASE Form

The preschool is continuing to develop new publicity and training materials each year, for the school. We need your consent to use your or your child's photograph, recordings, and/or class work in these various media projects.

Please check one of the following, date and sign where indicated.

Yes, I give my consent for The Children's Garden Preschool (TCGP) the right to record my child's likeness and/or voice (Media). This is limited to internal class newsletters, social media posts or our website and children are never identified. I authorize the use of such Media on any materials published by TCGP. I understand that this Media shall become the property of TCGP, may be edited by TCGP, and may be used by TCGP for educational, instructional, or promotional purposes.

No, I do not give my consent.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____