

Casa Grande Elementary School District Preschools

Early Childhood Learning Center (ECLC), Center for Online and Innovative Learning (COIL) / Evergreen Preschool, & Desert Willow Preschool



Parent Initials

_____ 1) I know where to locate the parent handbook at www.cgesd.org. I can also get a hard copy from the front office. If at any time I have a question regarding preschool policies, I know to contact the Early Childhood Learning Center.

_____ 2) My child may use baby wipes as needed during art projects and messy snacks. This will not take the place of hand washing.

_____ 3) My child may have their picture taken for classroom projects, social media, and/or advertisements that may be viewed by the public.

_____ 4) I understand that I will need to drop-off/pick-up my child within the scheduled time windows and that failure to do so may result in tuition related charges, including but not limited to, late fees, impact to scholarship benefits, etc. We do offer a 5-minute grace period at pick-up, however, a fee of \$1.00 per minute may be assessed beyond the 5 minutes.

_____ 5) I understand that the door codes are for safety and agree that I will not share my code with anyone other than those intended to have access to my child. I will not share my door code with my child.

_____ 6) Anyone picking up my child, including myself, may be asked to provide a photo ID. If the person picking up the child is not on the blue emergency card, a phone call to the parent will be made to obtain verbal permission.

_____ 7) If I am receiving a DES child care subsidy or a scholarship and forget to sign my child in/out, I may be personally responsible for tuition incurred. Children may be signed in/out using the iPad located at the front desk.

_____ 8) I understand that my child may ride a preschool tricycle without a helmet. Parents may provide a helmet for their child if preferred.

_____ 9) I understand that it is necessary for me to provide a water bottle, change of clothes, and backpack that are labeled with my child's name.

_____ 10) I understand that communication with the preschool staff is necessary for our child's success and I have set up the brightwheel app to stay in contact with my child's teacher.

_____ 11) I will alert the front office if my contact information needs to be updated.

Tuition Based Programs:

_____ 12) **I understand tuition payments are due and payable by the 1st of each month.** There is a grace period between the 1st and 5th of each month. A late fee of \$10.00 will be added on the 6th of each month. **My child can be withdrawn if tuition is not paid by the 15th of each month.**

Child Name

Parent Signature

Date