

SAINT MARTIN IN-THE-FIELDS PARENT HANDBOOK ACKNOWLEDGEMENT

I have been given a copy of the Parent Handbook as requested by the state and I have read and understand the schools policies and procedures, as outlined below.

ENROLLMENT APPLICATION _____	DISCIPLINE PRACTICES _____
MONTHLY TUITION FEES _____	LABEL ITEMS FROM HOME _____
MEDICAL REQUIREMENTS _____	REGISTRATION & SUPPLY FEE _____
SNACKS & LUNCHES _____	TRANSPORTATION & WATER _____
DAILY HOURS OF OPERATION _____	VISITS & VOLUNTEERS _____
FEES FOR LATE PICKUPS _____	LATE PROCEDURES & FEES _____
WITHDRAWAL REFUNDS _____	MANDATORY SIGN IN _____
PERSONAL BELONGINGS _____	ILLNESS/ INJURIES PROCEDURES _____
MEDICATION REQUESTS _____	COMMUNICATION UPDATES _____
DROP-IN FEES _____	IMMUNIZATION REQUIREMENTS _____
EVACUATION PLAN _____	LATE ARRIVAL SYSTEM _____

It is extremely important that your child be picked up from school no later than 2:05pm. Beginning at 2:06pm, a late fee of one dollar per minute, per child, will be added and charged to your account. Continued late pick-ups may result in the dismissal of your child from the program. In addition, the monthly tuition fee is due the first week in the month. Money received after the 10th of the month is subject to a \$10.00 late fee.

I have read, understand and agree to all of the above.

SIGNATURE

DATE