



Policies and Registration 2020-2021

The Names of the Parties to the Contract

This contract is between _____, hereinafter "client," and The Cornell School, LLC hereinafter "the school".

Director

Name of Directors: Oyendrila Kennedy and David Kennedy

Address: 8804 & 8808 NW Irving St. Portland OR 97229

Work Phone: 503-894-8743 Cell Phone: 503-539-8171

E-mail: thecornellschool@gmail.com

Client

Name of first parent/guardian: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail: _____

Employer's name & address: _____

Name of second parent/guardian: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail: _____

Employer's name & address: _____

Child(ren) Covered by This Contract

1. Name of child: _____ Date of birth: _____

2. Name of child: _____ Date of birth: _____

3. Name of child: _____ Date of birth: _____

4. Name of child: _____ Date of birth: _____

Hours of Operation

First/Last Day of School

- The first day of school will begin on Wednesday September 9th, 2020.
- The last day of school will end on Friday, June 18th, 2021.

School Hours

- School will be from 7:30 AM to 6:00 PM, Monday through Friday. Late drop-offs do not allow for late pickups.
- The Cornell School is open from September through mid-June and follows major public holidays and Beaverton School District closures.

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- The client may bring children to the program on the following days: Monday, Tuesday, Wednesday, Thursday and Friday.
- The earliest drop-off time for children is 7:30 AM. The school cannot accept children before this time.
- The latest pickup time for children is 5:45 PM. Per licensing rules our doors must be locked and all children out and off the premises by 6:00pm.

School Closures

- November 25-27 Thanksgiving Holiday
- December 21- January 1 Winter break
- January 18 Martin Luther King Day
- February 15 Presidents Day
- March 22 - 26 Spring Break
- May 28 In-service Day
- May 31 Memorial Day

Terms of Payment

The Cornell School Rates and Fees

Regular Rate

- Tuition for 2020-2021 is \$1295 per month
- The client is responsible for paying the full amount for the hours of operation even if the client does not bring the child for the entire time.
- The client will be responsible for paying the normal rate during school vacations such as spring break, winter break, in service days, major holidays and Beaverton School district closures, school snow days, school bad-weather closings, closure due to power outage or water issues at the Cornell School.

Registration Fees

- Tuition for June \$1295
- Liability insurance \$100
- Materials \$175
- Total amount due \$1570 non-refundable

Registration fee is due at the time of signing a contract to secure a spot for the 2020-2021 school year. This fee is non-refundable.

Rate Increases

- The tuition will increase at least 5% each year. The new rate will be applicable from August 1st through June 30th.

Advance Payment

- Tuition is due one month in advance. Fees are due by the 3rd of the month for that month.

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Payment Due Date

- Fees are due by the 3rd day of each month by 6pm. A late fee of \$25 per day will be assessed after the 4th of the month.
 - The client agrees to participate in an automatic payment plan. The client will ask his/her bank to automatically deposit \$1295 by the 3rd of each month into The Cornell School's bank account.
- Late Payment Fees
- If tuition is not paid by the 3rd of the month, a late fee of \$25 per day will be added to the past due amount until it is paid. If client is consistently late for 3 months, The Cornell School has the right to terminate the contract without notice.

Trial Period

- The Preschool program will begin on 9/09/19. The client will pay \$1295 per month. The first three months in the program will be an adjustment or trial period. During this time, the school reserves the right to terminate the contract immediately, without written notice. If the contract is cancelled during this three-month trial period, the client will pay a prorated fee. Payment is due for each day unless the contract is cancelled before the day begins.

Advance Payment for Last Month of School

- The client will pay June's tuition at the time this contract is signed.
- The client must pay \$1570 at the time of signing the contract; this deposit will cover the client's tuition for June, even if the school rates are higher at that time.

Termination after the Trial Period

- The client must give a month's written notice to end this contract. Payment is due for the notice period whether or not the child is brought to the Cornell School for care during that time. The school may terminate this contract at will.
- After the three-month trial period has been completed, the client must give one month written notice to terminate this contract.
- The client must pay for the month of June, regardless of any other term in this contract. This is the registration fee and is non-refundable.
- After the trial period, the school will give the client two weeks written notice if they wish to terminate the contract. The school reserves the right to immediately terminate this contract without notice if the child shows behavior issues that are detrimental to the health or safety of the child and or other students and staff.
- The school reserves the right to immediately terminate the contract if the client does not make each payment in full when due.

Sick Child Policy

- Children with fever, diarrhea, vomiting, pink eye, rash, persistent coughing, head lice, chicken pox, strep or sore throat, parasitic infection, virus or communicable or contagious disease and runny nose with colored discharge may not attend school. Children with a persistent cough and cold like symptoms need a doctor's note to confirm they are not contagious and are well enough to attend an active, full day preschool program.
- If a child has any of the above conditions, the client is required to notify us as soon as possible. Children will not be allowed to return to school until they are symptom-free without any medication for a full 24 hours.

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- If a child becomes ill during the day we will contact the parents immediately. If the school cannot reach them, we will contact their emergency back ups until we can reach someone. If a child starts to show any of the above symptoms during the day, we will ask the parent and or back up emergency contact person to come and pick up the child immediately.
- If a child is out sick, the client is required to notify the school as soon as possible.
- The client must notify the school within 24 hours if their child is diagnosed with a contagious illness or parasitic infestation, even on a holiday or weekend.
- The client must advise us if any member of their family has contracted a contagious illness.
- If the school becomes aware that a child has been exposed to a contagious disease or parasitic infection, we will notify all our clients within 24 hours.
- The school will call and inform clients if their child is experiencing and expressing discomfort, while recovering from illness or at the onset of an illness. The school will also call if a child complains of persistent headache or stomach ache.
- Clients are required to use their best judgment in deciding to bring a child to school, who may be ill. The school cannot jeopardize the health of the other children and teachers. If a client repeatedly brings an obviously ill child to school, it will be grounds for terminating this contract. Our daily schedule is full of activities and transitions and hard on a child who is not feeling their best. The school has no separate area or extra staff to care for sick children.
- The school expects the client or back up emergency contact person to be able to pick up a sick child within an hour of being notified.
- If the client's child has a case of head lice, the child must be treated and be free of nits before returning to school.
- If clients need teachers to administer medicine to their child, (such as antibiotics, inhalers and Epi-pens) they must sign a separate written authorization for each prescription. The medicine must be in its original container, labeled with the child's name and the instructions for administering it. Clients should ask the pharmacist to split each prescription into two containers, one for the school and one for home, each with a full label and instructions.
- The school will accept a child who is still taking prescribed medication with a doctor's written confirmation that the child is no longer contagious.
- No over the counter medication will be administered to children without a doctor's written permission. If a child cannot make it through the day without cold and cough medicine or fever reducers, they need to stay at home.
- The school will maintain documentation of all medication that is dispensed at school to children in their files.

Immunizations

- Oregon law requires clients to comply with the following children's immunizations for any child 18 months or older entering preschool:
 - 4 Diphtheria/Tetanus/Pertussis (DTap)
 - 3 Polio
 - 1 Varicella (chicken pox)
 - 1 Measles/Mumps,Rubella (MMR)
 - 3 Hepatitis B
 - 2 Hepatitis A

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- Clients are required to keep their child current with all immunizations. Each time a child is immunized, parents are required to promptly update the school's official copy of their child's immunization record.
- Clients are required to submit updated immunization forms within the first week of school every year. Please use the state standardized form available at the school.

Emergency Policy

- The school follows the fire safety rules and state laws regarding smoke detectors and fire extinguishers.
- The school conducts fire and safety drills regularly.
- The school teaches the children about personal safety.
- All emergency numbers (police, hospital, and ambulance) are posted in the classroom. Clients are required to provide their emergency contact information. The emergency contact binder is taken on field trips.
- The client must provide the school with the names and phone numbers of at least one other person to call if we cannot reach the client in an emergency.
- The client must keep us informed at all times of how they can be reached in an emergency, and then check email, voice mail, and cell phone often. If they leave work early, go to another location for the day, or vary their normal routine, the client must let us know how we can contact them that day.
- If a child is involved in a serious or life-threatening emergency, the school will call 911 and get immediate medical care, and then the school will call the client as soon as possible.
- If a child is involved in an emergency that is not serious or life threatening, the school will call the client as soon as possible.
- The school emergency plan includes:
 - Fire and safety drills as required by state law
 - A general emergency plan to respond to accidents

Water Hazards

- There is a small seasonal stream on The Cornell School property.
- The children will have access to the stream under teacher supervision on special occasions only.

Smoking, Drinking, and Drugs

- The school is a smoke, drug, and alcohol free environment. No one is permitted to smoke, use drugs, or consume alcohol on the premises at any time.

Our Partnership Agreement

- The school and client will need to work together to ensure that each child has the opportunity to develop his or her full potential.
- The school and client agree to communicate regularly about the child's physical, emotional, social, and intellectual growth.
- The client will keep the school informed about any change in the child's schedule, routine, or home environment. The school will do the same for any changes in the program that affects the child.
- The client will notify the school about any allergies or other health issues that the child is

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experiencing.

- The client will provide the school with any special written instructions for the child as needed; for example, about eating, napping, toilet-training, allergies, etc.
- The client will provide any information about the child that will allow the school to provide high-quality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.
- The client agrees to participate in an annual evaluation of The Cornell School program.
- Once the client is on the premises and makes contact with their child at pick up, the responsibility of the child is immediately transferred to the client. The client must be respectful that school is still in session and keep their pick up routine short to minimize disruption. The client is not to allow their child or siblings to play in the classroom or outside during or after pick up.
- The client agrees to follow the policies outlined in the school contract.

Record Keeping

The school will keep the following records for each child. The client is responsible for updating these records immediately when any of this information changes:

- Emergency contact information, including the name of a backup person in case the school is unable to reach you, and the phone numbers of the child's doctor and dentist
- A list of everyone who is authorized to drop off and pick up the child
- A signed and completed policies and registration form
- Any special care or health requirements for each child
- A signed consent form to obtain emergency medical or dental care
- Written permission to call an ambulance to transport your child in case of emergency
- According to state law, clients must provide us with updated immunization records every 12 months for preschoolers.

Backup Child Care

- The client is responsible for finding back up childcare on days the school is closed. Dates are listed under Holidays, Vacations and Absences.

Bad Weather Closings

- The school will notify the client as soon as possible if the school will be closed due to inclement weather. The school follows the Beaverton School District closures for inclement weather and snow days. The Cornell School will still make individual assessments based on the condition on Irving Street for the safety of students and teachers. In these situations no make up days will be offered.

Grievance Procedure

If the client has any concerns or complaints about the school, please discuss them with Oyen or Dave or Mary as soon as possible. The school would like to resolve any conflicts quickly and effectively.

Field Trips

As part of the educational program, the school may take the children on nature walks around the school property. Parents will be informed via email or text either the day before or on the day of as this activity is weather dependent.

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Birthday and Holiday Celebrations

The school's program follows these guidelines for celebrating birthdays and holidays:

- Each child's birthday will be celebrated in class with a special activity. No gifts or food treats are allowed. The school will celebrate your child's birthday on or as close to the day as possible.
- The client may pass out home birthday party invitations at our program provided everyone in the class is invited.
- The school will celebrate all holidays with the children. Parents are encouraged to come in and share their holiday rituals and customs.
- The children may exchange gifts during the holidays as long as every one in the class is included.

Clothing

- Please bring an extra set of clothing for your child, including a shirt, pants, underwear, and socks in a Ziploc bag with your child's name clearly labeled on it.
- Children should be in comfortable play clothes and close-toed shoes conducive to outdoor play. Rain boots can be left at school.
- During the winter, appropriate clothing for outdoor play, such as a jacket, hat, scarf, mittens or gloves, a snowsuit or pants, and boots should be worn.
- If the client's child requires sunscreen, please apply prior to beginning of class. The client can leave a roll on sunscreen with the child's name along with the medication form duly filled specifying dates and time for the sunscreen to be re-applied. Children will have to apply the sunscreen on by themselves with staff supervision.
- If the client's child requires a change of clothes and they have not left any clothing, the school will use other clothing that the school has on hand. This does not include underwear. All borrowed clothing needs to be washed and returned within 48 hours or the school will charge \$10 for replacement clothing.
- All children must be toilet trained to be in our program. If they require liner pads for their cots at naptime, please provide a 2 weeks supply. All soiled sheets will be sent home to be washed and returned the next day for the child's use.

Supplies for Your Child

The school will ask the client to provide the following items each day, labeled with the child's name:

- Lunch and water bottle
- Change of clothes
- Blanket and a small security item that will fit neatly inside the child's cubby.

Food and Nutrition

- Children will bring their own lunch and a water bottle. Whole milk is served at school, but if the client prefers the child to have alternate milk choices such as lactose free or soy or almond milk, they can provide a week's supply as needed. No juice, go gurt, candy, cookies, gum, cake or sugary items are allowed. Each classroom is equipped with a microwave to warm up lunches if required.

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- Lunch must be packed in containers that the client's child can easily open and close. The school will provide assistance, but our goal is to have your child be self-reliant.
- The school will offer predominantly organic snacks with some exceptions. Cereal, milk and fruit in the morning and a healthy snack in the afternoon will be offered. Milk and water will be provided during snack time.
- The school is not able to accommodate any special dietary requests. Therefore please provide an alternative snack if your child requires it.
- If the client's child has an allergy to any food or beverage, the client must notify the school in writing.

Naps and Quiet Time

- There will be a quiet rest time for 2 hours after lunch each day.
- At naptime, each child will be provided with their own cot and a clean sheet. The client must provide a small blanket and pillow and one security item if needed. All blankets, pillows and special item must fit in their cubby or backpack. All nap items need to go home on Friday to be washed and returned on Monday. Pacifiers are not allowed even during naptime.

Toilet Training

- **All children enrolled in our program must be toilet trained.**

We are a licensed preschool serving children ages 3 to 5. All children **MUST** be toilet trained to be in our program. Our facility, program and staff are neither set up nor licensed (permitted) for toilet training, changing and disposing of diapers, pull ups, soiled clothes and cleaning and disinfecting our classrooms if accidents happen on a daily basis.

- **Toilet trained is defined as all of the following abilities:**
- **Listening to one's body:** The child must be able to TELL the adult "I have to go potty" BEFORE they have to go.
- **Undressing themselves** (pull down their pants and underwear) and dress themselves independently. Children should be in clothes that allow them to independently use the toilet.
- **Wiping themselves** after using the toilet
- Get on and off the toilet by themselves
- Remembering to flush the toilet and wash hands with soap and water
- Going directly back to the classroom without directions
- **Postponing going if they must wait for someone** who is in the bathroom or if we are outside and away from the bathroom
- Immediately bringing it to OUR attention if an accident has occurred
- If a child has an accident every week, we will consider him/her as not toilet trained. This will be a breach of contract and cause for immediate suspension/termination
- The Cornell School, in compliance with Licensing and Health and Sanitation protocol will, in the event of a bowel movement accident, isolate the child from the group and call the student's parents to pick up their child immediately. We do not have the facilities (diapering and changing stations, showers and disposal receptacles) required by Health and Sanitation to clean and change your child to the level required by these agencies.
- The teachers will remind children to use the toilet especially before outside and naptime.
- If a toileting accident occurs, the client's child will be changed into the clothing they have provided. Soiled clothes will be packed and must go home that day.

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Toys

- Children may not bring toys from home.
- Items from home can be brought in only when it is a part of our ongoing classroom curriculum or activity as requested or permitted by the teacher.
- The school is NOT responsible for any toys or items that children bring from home.
- The school does not allow any toy weapons onsite.

Pets

- In the event that there is a classroom pet, the school will allow and encourage the children to interact with and care for it as part of the daily curriculum. (As per our licensing agreement).

Behavior Guidance

- The school will use behavior guidance that is fair, reasonable, and suited to the age of the child.
- The school does not use any corporal punishment or time outs in the program..
- The school will remove a child from the playgroup in order to redirect and guide his or her behavior.
- The school will use natural and logical consequences for misbehavior.

If a child persists in problem behavior (including but not limited to spitting, hitting, pushing, biting, breaking or damaging school property or materials, inappropriate language or actions, disrespectful behavior towards teachers and or classmates, putting themselves or others in immediate danger etc.), the school will ask the client to come and pick up their child. In these situations, the school reserves the right to terminate the contract immediately without any notice. The school has a zero tolerance policy for any weapon play including but not limited to guns, knives, bows and arrows.

Playground Rules

Children will be supervised during outside time. Children will stay within the boundaries of the playground during outside time. All nature walks or use of the larger property will occur under a teacher's supervision. We have a zero tolerance policy for any violent gun or action play at any given time during school hours and on school property. The child will be given reminders and redirection and the client will be notified. However, if this behavior persists despite continued reminders, this contract will be terminated. The playground is closed to all children and is only open during teacher-supervised time as per our daily schedule. This is a private property and is not open on the weekends. Once your child is released for the day, please do not remain on the property.

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The Signatures of the Parties to the Contract

- By signing this contract, clients indicate that they have read The Cornell School's policies and agree to follow them. The Cornell School reserves the right to make changes to the policies and will give the client a copy of the revised policies as soon as they go into effect. They further agree to follow any changes or additions that The Cornell School makes to their policies in the future.
- The person signing this contract is responsible for paying all fees due under this contract, even if the parents are divorced and have joint custody of the child.

A failure to enforce one or more terms of this contract does not waive the school's right to enforce any other terms of this contract.

Parent or legal guardian's signature

Date of signature

Parent or legal guardian's signature

Date of signature

Co-signer's signature

Date of signature

A co-signer is required if the client is under the age of 18. The co-signer guarantees the contract and agrees to be responsible for all its financial terms if the client fails to pay the school.

Director's signature

Date of signature

Director's signature

Date of signature

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