

**GOOD SHEPHERD LUTHERAN SCHOOL
2010**

Preschool Summer Enrollment Agreement

Good Shepherd Lutheran School is sponsored by Good Shepherd Lutheran Church as an educational ministry and is administered by a school board. The school is non-profit.

Good Shepherd Lutheran School will offer education to the undersigned upon the following terms and conditions:

SECTION 1. ADMISSIONS

The School admits students of any race, gender, color, disability, national and ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, gender, color, disability, national or ethnic origin in administration of its educational policies, admissions policies and its School-administered programs.

The School reserves the right to deny admission to a child, or to remove a child from enrollment or attendance if, the school determines in its sole discretion that the best interests of the school and/or its students necessitate such removal.

Each child should benefit from the program; therefore, children who are severely handicapped or emotionally disturbed will not be accepted when accommodation of their condition(s) would pose an undue hardship to the school.

SECTION 2. HEALTH REQUIREMENTS

The State of California requires a recent physical examination including TB skin test for each child entering school. Forms are provided upon registration. Current immunizations are required against diphtheria, pertussis, tetanus, measles, rubella, mumps, polio, HepB and Hib.

Please notify the staff of any contagious disease or serious illness in the family.

The School will notify all parents of known exposure to contagious disease. This will usually be done by posted notice at the classroom.

In cases of common illness, the parents should be guided by their concern for the child's condition and his/her susceptibility if exposed as well as concern for the well-being of the other children. A child should be symptom-free (fever, vomiting, diarrhea, etc.) for 24 hours before returning to school. In case of serious illness, the child may not return to school without written permission from a physician.

Final health authority is the County of Marin Health Officer.

We are not able to accommodate sick children or those with infectious conditions at school. Parents are asked to judge their children's health, but the Administrator has the final decision on whether a sick child should remain at the school or is sent home. If your child becomes ill at

school you will be called and expected to pick him/her up **immediately**. (A parent, family member or friend must be within a ½ hour distance for pick up in an emergency)

Children entering 3s and above must be toilet trained.

Medication: we ask that you try to avoid sending medication for your child to take at school. When it is absolutely necessary the following must be adhered to in order to abide by State regulations and to prevent problems.

(1) Only medication prescribed by a physician will be administered by staff members. The medicine must be in its original container with the prescription label containing the child's name and instructions.

(2) All medicine (including skin creams and eye drops, etc.) must be turned over to a staff member upon arrival at school. The parent will be asked to fill out a dosage form. Lunch boxes or backpacks are not safe places to store drugs.

(3) The child must be able to cooperate with the staff member.

SECTION 3. SUMMER CAMP HOURS

The available hours of attendance are 7 a.m. to 5 p.m., 9 a.m. to 5 p.m., or 9 a.m. to 3 p.m. with the primary activity time from 9 a.m. to 12 noon. Children may attend two days (TTh), three days (MWF) or five days a week. No drop-in service is available.

SECTION 4. ENROLLMENT PROCEDURE

The signed enrollment agreement and all required health and safety forms must be on file in the office before a child can attend summer session. (Health and safety forms from the 2009-2010 school year are still in effect.)

A non-refundable registration fee of \$155 is required of families whose child did not attend Good Shepherd during 2009-2010 school year and is not registered for the 2010-2011 school year. **These families should also arrange for the required health and safety forms from the office.**

All registration forms with registration fee, if required, must be received by the office no later than June 1, 2010.

There will be a \$25 charge for ANY changes in class registration made after registration is submitted and before June 1.

No drop-in or overtime service is available: late pick-ups or early drop-offs will be charged a minimum of \$25, payable in cash or check at the time of drop-off or pick-up of child.

No refunds will be given for weeks registered for but not used. Please plan your vacations BEFORE signing up for summer school.

SECTION 6. ARRIVAL AND DEPARTURE

Parents are responsible for their children's safe, prompt arrival. Preschool children must, by law, be signed in and out. Please do not use drop-off parking area for preschoolers.

When leaving, parents of **all children must sign out** for legal reasons.

We will not allow your child to leave school with anyone other than persons included on the emergency form.

SECTION 7. LATE PICK-UP

Closing time is 5 p.m. After 5 p.m. there is a minimum charge of \$25 (more for longer times) payable immediately by cash or check.

SECTION 8. MEALS AND NAPS

A child who stays after 12 noon should bring a drink and a nutritious lunch needing **NO** refrigeration or microwaving and marked with his/her name. Glass containers are **NOT** acceptable. **Please do not include candy, gum, or sodas, as they are not allowed.**

Preschoolers are provided with nutritious morning and afternoon snacks.

If your child needs a nap please send bedding—a sleeping bag works fine.

SECTION 9. MEDICAL CARE

I hereby grant permission to Good Shepherd Lutheran School to obtain whatever medical care may be necessary for my child in case of an emergency and to use any means of transportation necessary should my child need emergency attention.

SECTION 10. INSPECTION AUTHORITY, DEPT. OF SOCIAL SERVICES

The licensing agency has the authority to interview the child(ren) without prior consent and to observe the physical condition of the child(ren) including conditions which could indicate abuse, neglect or inappropriate placement, and to have licensed medical professionals physically examine the child(ren).

The licensing agency also has the right to inspect and audit child and facility records without prior consent.

SECTION 11. RELEASE OF LIABILITY

To the fullest extent permitted by law, I hereby release Good Shepherd Lutheran School from all liability for any injuries that may be incurred by my child during the normal course of a school day.

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Each child should benefit from the program; therefore, children who are severely handicapped or emotionally disturbed will not be accepted when accommodation of their condition(s) would pose an undue hardship to the school.

I have read and received a copy of the Enrollment Agreement.

By _____ on _____
Parent Date

Print or type name

By _____ on _____
Representative of School Date

Print or type name

This enrollment agreement is required by the State of California, Department of Social Services.
Good Shepherd Lutheran School Facility Number 210102819.

Federal Tax ID 94-1637119

3/3/2009