



Parent/Guardian Agreement

4 East Henrietta Road
Rochester, NY 14620
(585) 633-8935
www.ebns.org

Child's Name: _____

Circle One: T/TR Class for 3 and 4 year-olds M/W/F for 4 and 5 year-olds M-F Class for 5 and 6 year-olds

The parents of the children enrolled administer this school. Parent cooperation is the single most important factor in making it a success. Please consider each of the following statements carefully before you sign this agreement. You must sign and return this agreement to confirm your acceptance to secure your family's place at EBNS. Please make one copy for your records and then send one copy of this form to our Registrar:

Christen Kelley, EBNS Registrar
4 East Henrietta Road
Rochester, New York 14620

1. We understand that if we are a returning family, all previous tuition bills for EBNS must be paid in full before our application will be considered and our family's place at EBNS is secured.
2. Our child may enter into the activities of Ellwanger Barry Nursery School and KinderGarden and has our permission to take field trips as decided by the teacher.
3. We will make our own arrangements for transportation of our child to and from school and for field trips.
4. We will pay the tuition as follows:

_____ 25% by May 1st, 50% by September 1st, & 25% by January 1st.

_____ 25% by May 1st, then we wish to arrange an alternative payment plan with the Tuition Manager.

Your first tuition payment serves as a non-refundable deposit to secure your family's place at EBNS. If your tuition payment is not received within 30 days of the date it is due, services may be terminated by decision of the Board. In case of financial hardship special arrangements may be discussed with the Assistant Treasurer.

The nursery school is self-sustaining and manages its own finances. It is a nonprofit organization and operates on a close budget; most expenses are fixed for the year. For these reasons it is impossible to allow for refunds of tuition for student withdrawal or absences. Exceptions will be considered at the discretion of the Board.

5. Classroom assistance: We understand that all classes at EBNS are cooperative in nature and agree to assist the Teacher in the classroom as often as required. The frequency is determined by enrollment, and parents of siblings in more than one class are responsible for assisting the amount of days for the older siblings class. We understand that we will be asked to attend and assist with field trips when necessary. We understand that there is an open-door policy when assisting children in the bathroom, and that if the class is outside it will be the teacher who brings any children inside to use the bathroom.
6. We will provide a snack for the children when it is our turn to assist and we will be asked to contribute items for the daily purpose of milling grains or making bread, soup, porridge, etc. as needed.

7. We will serve on committees with other parents to provide the services that are necessary to run the school.
8. We will participate in all school activities including community events as well as fundraising, publicity, recruitment and enrollment endeavors.
9. We will complete the Confidential Student Information Form and return it to the Teacher at the Parent Meeting in September. (This form is important; it provides information that will help the Teacher deal effectively with your child). **Note: You will receive the Confidential Student Information Form with your first tuition bill in April, and it is also available on our website at ebns.org.**
10. We will have our child examined by a doctor and will return the completed Physician's Report Form to the Registrar at the Mandatory Parent Orientation Meeting in September. We understand that if we do not submit this form by the first day of school, our child will not be allowed to attend until the form is submitted. **Please note: All students are required to be immunized in compliance with Public Health Law 2164 unless exempted for religious or medical reasons. Any questions regarding immunization should be directed to our Registrar. This form was attached in your acceptance letter. It is also available on our website at ebns.org.**
11. Emergency Medical Care: For the purposes of this agreement, Emergency First Aid is defined as care that is necessary to stabilize an illness or injury (for example, stopping bleeding or cleaning a wound). Definitive Care is defined as care that is necessary for the complete resolution of an illness or injury (for example, suturing of a wound or setting of a broken bone).

If our child is injured or becomes injured while attending school, the Teacher and his/her designee will attempt to notify us as soon as possible. However, we agree that emergency first aid may be given, even before we are notified, if the Teacher deems it necessary. If, in the Teacher's opinion, immediate medical attention is not necessary, we understand that our child will be isolated from the other children and kept as comfortable as possible until he/she can be picked up by us or our designee.

If, in the Teacher's opinion, our child needs immediate medical attention, we understand that our preferences for physician and medical facility will be honored only if time allows. If the situation is urgent, we agree that our child should be taken to the closest appropriate medical facility, accompanied by the Teacher or his/her designee, and given emergency first aid as determined by the medical staff there. Definitive Care will not be given until we (the parents) have decided that it should be given. We accept full responsibility for any costs, including transportation costs, which are incurred for emergency first aid under these circumstances.

In the event that the Teacher is absent, the Teacher will designate a parent (Designee) to be in charge for the day. We will be informed of the Teacher's absence, and the Designee will assume all responsibilities and authorities of the Teacher.

12. If we decide to withdraw our child from EBNS, we must notify the Teacher and the Board Chair, and **we will be responsible for any and all unpaid tuition** unless another family fills our spot and pays the remaining tuition.
13. We understand that if the Teacher feels it is necessary for our child to be withdrawn from the class or the school, it would be acted upon through a confidential understanding between the teacher, the Board of Directors, and us. **The Board may terminate any membership in the school by a two-thirds vote. Grounds for such action would normally be restricted to:**
 - **failure to pay tuition on schedule**
 - **failure of parents to comply with established and published school policies**
 - **judgment that the behavior or health of the child is detrimental to the group**

- 14. We are responsible for all collection agency fees incurred by EBNS to collect unpaid tuition and for any fees associated with our check(s) being returned for insufficient funds.
- 15. We give our permission to EBNS to use photographs and/or video clips of our child for promotional purposes.
- 16. **We understand that each year EBNS's budget is dependent on enrollment. In the event that the school does not achieve full enrollment, we understand that EBNS reserves the right to restructure the program and class offerings to meet our financial obligations.**

Please sign and date, make one copy for your records and then send one copy of this form to our Registrar:

Parent/Guardian

Date

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Date