

****Please Return This Copy****
JOHN KNOX COOPERATIVE PRESCHOOL
7421 Amarillo Road, Dublin, CA 94568 • (925) 828-2887
www.JKCP.org

ADMISSION'S AGREEMENT

This is to certify that I understand that John Knox Cooperative Preschool is a **PARENT PARTICIPATING** preschool. Please read and initial that you have read and understand the following:

_____ * I realize that one parent or another adult (with a TB test, proof of vaccination, and physical form on file at John Knox Coop Preschool) must participate in the classroom when scheduled.

_____ * I realize that each parent must participate in the maintenance of the school.

_____ * I understand that the a registration fee per student is **non-refundable** and the 1st tuition payment (which is applied to May 2022) is also **non-refundable and cannot be applied in lieu of another payment.** I understand, when possible, a four-week notice prior to departure would be greatly appreciated.

_____ * I understand that the annual tuition is divided into 10 payments. The tuition amounts, activity fees and registration fees will be finalized by the end of February 2021. Non refundable amounts will be due by March 31st. I also understand that the 2nd tuition payment of the 10 payments is due at the Orientation. Also a one-time activity and supply fee will be due at the orientation.

_____ * I understand that there will be a \$50 fine for not turning in all necessary paperwork to the Vice President by July 15th, unless, other arrangements have been made.

_____ * I understand there are **3 mandatory** functions that require the participation of at least one parent per family.

- 1) **Parent Orientation**, One parent must attend.
- 2) **October Fall Festival**, One parent must work a shift.
- 3) **November/December Holiday Workshop**, One parent must attend.

Fine for each missed function is \$50.00

_____ * A fine may be imposed on anyone who is chronically late in picking up their child from school, unless prior arrangements have been agreed upon with the Director. The individual's tardiness will be brought before the Board, who will assess a fine. Emergencies are understood, but please call the school if you are going to be late.

_____ * **I have read the addendum regarding COVID and agree to the COVID protocols and sick policy.**

At www.JKCP.org you will find the Handbook for John Knox Cooperative Preschool. **Please read it.** By having your child in the preschool, you are responsible for abiding by the rules and guidelines set forth in the Handbook. (2021/2021 school year)

I, _____ have read and understand the provisions set forth in the Handbook.

Signature

Date

Reason for Termination:

To remain in John Knox Cooperative Preschool a child must be able to benefit from the program and not infringe upon the rights and benefits of the other children.

If problems occur in the preschool, the teacher will document and ask the director to observe. The parents will be called in on a conference to determine how the home and school can best meet the needs of the child involved.

If there is a problem with a school child, the teacher(s) will bring discipline problems to the director’s attention. If the director has to intervene: the first incident, the child will talk to the director without the parents being notified. The second incident will result in a parent/director conference. The third incident may result in the child being removed from the program.

Physical or verbal abuse of the staff is **absolutely forbidden** and will not be tolerated. This is grounds for immediate termination from the program. If an incident occurs, the child will be taken to the Director immediately, and the parents notified.

Initials

Rights of Licensing Agency:

- a) The Department of Community Care Licensing shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.
- b) To observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

I agree to the above stated conditions of admission.

Signature: _____ Date: _____
Parent/Guardian

Signature: _____ Date: _____
Director

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Addendum to Admission Agreement Related to COVID 19 for 2021/2022 admissions

I understand and appreciate that John Knox Co-op Preschool will be taking mitigation measures in accordance with California Dept of Social Services Licensing and Alameda County Public Health to minimize transmission of COVID 19. That John Knox Co-op Preschool does not know what protocols will be required in the fall and is asking parents to acknowledge that changes and or restrictions may be required due to the ongoing pandemic.

That class sizes may be smaller and that adult- supervised hand sanitizer may be used. Also that staff and children may be required to wear masks in accordance with Alameda County Public Health Department guidelines.

I understand that my child's temperature may be taken before entering school and that I should keep him/her home if they are showing COVID19 symptoms. I will not give my child fever reducing medication before preschool. I also agree to minimize my family's risks of contacting COVID19 in our non-preschool activities- this lessens the chance of my child bringing COVID19 to the preschool.

If any member of my family tests positive for COVID19, I will immediately report this to the Director. In addition, I will notify the school if my child has been exposed to a positive COVID19 person and will also notify the school if my child is being tested for COVID19. I am aware that the school will not reveal my child's name per HIPPA rules.

I understand that the JKCP sick policy will be posted on the website and at school and I will follow it. Also, I will look for email communication for more information or directives as they become available. A site-specific operating plan will be posted on the parent porthole. Due to COVID19 tuition may change during the school year.

I acknowledge that participation at John Knox Co-op Preschool involves risks to my child, and my family, and may result in various types of injury, sickness or exposure to infectious/communicable diseases. I understand that some people infected with COVID19 show no symptoms, and there is risk or exposure from the wider community that is beyond the control of John Knox Co-op Preschool. I hold harmless JKCP and John Knox Presbyterian Church for any exposure to COVID19.

Fever/Sickness Guidelines 2020/2021

Because of COVID19 our sickness policy has been updated.
This page may be updated with changes according to best practices as the situation evolves.

Please be considerate of the healthy children in class and follow these suggested guidelines for keeping your child home because of illness. Please keep your child home if they show any of the following symptoms: (which can all be symptoms of COVID19)

General mood changes or changes of behavior.
Complaints of pain and not feeling well.

Fever or elevated body temperature. (above 100 degrees Fahrenheit)

Skin rashes or unusual spots, swelling or bruises.

Coughing, severe sneezing, sore throat, breathing difficulties, discharge from nose, ears or eyes.

Diarrhea or Vomiting.

Also please notify the director if someone in your family has COVID symptoms or if anyone in your bubble has tested positive or if your child is being tested.

Per Alameda County Public Health, a child may return after at least 10 days have passed since
COVID symptoms first appeared

AND there have been at least 3 consecutive days with no fever
(without take fever reducing medicines)

AND respiratory symptoms (cough, shortness of breath) if present have been improving for at least 3
consecutive days.

OR get a note to return to school from a Doctor.

We also ask that your child be fever free for 3 days before returning to school from other illnesses as well.

If your child has allergies or asthma- please provide a note from your Doctor if the symptoms resemble COVID symptoms.

Do not give your child fever reducing medicines before bringing them to school.

We will be doing temperature checks and will send a child home if their fever is over 100 degrees Fahrenheit.