



## Policies and Registration 2022-2023

### 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: 8808 & 8804 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: \_\_\_\_\_

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## Hours of Operation

### First/Last Day of School

- The first day of school is Wednesday September 7<sup>th</sup>, 2022. (to be confirmed after 2022-2023 Beaverton School District calendar is published)
- The last day of school is Friday, June 16<sup>th</sup>, 2023.
- Please note that calendar is subject to change based on Beaverton School District calendar, inclement weather, natural disasters, pandemic and other emergency closures.

### School Hours

- School will be from 7:45 AM to 5:00 PM, Monday through Friday. Late drop-offs do not allow for late pickups. School hours are subject to change based on the Covid-19 trajectory and school licensing mandates.
- The Cornell School is open from September through mid-June and follows major public holidays, Beaverton School District closures, and any other emergency closures.
- 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 7:45 AM. The school cannot accept children before this time.
- The latest pickup time for children is 5:00 PM. Our doors must be locked and all children out and off the premises by 5:00pm to allow staff time to complete the daily cleaning and sanitation procedures.
- **School Closures** (to be confirmed after 2022-2023 Beaverton School District calendar is published)
  - November 23-27 Thanksgiving Holiday
  - December 19 - January 3 Winter break
  - January 17 Martin Luther King Day
  - February 21 Presidents Day
  - March 20- 26 Spring Break
  - May 26 In-service Day
  - May 29 Memorial Day

## Terms of Payment

### The Cornell School Rates and Fees

#### *Tuition Rate*

- Tuition for 2022-2023 is \$1420 per month (September 2022 – May 2023)
- 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 and closures such as spring break, winter break, in service days, major holidays and Beaverton School district closures (such as school snow days, school inclement weather closings) natural disasters, pandemic and emergency closures and closure due to power outage or water issues at the Cornell School. In these cases no make up classes or reimbursement of tuition will be offered.

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### **Registration / Deposit Fee**

- \$1820 registration fee is due at the time of signing a contract to secure a spot for the 2022-2023 school year. This fee is non-refundable and includes liability insurance and materials. There is no tuition charge for June 2023.

### **Rate Increases**

- The tuition will increase approximately 5% each year. The new rate will be applicable from September 1st through June 30<sup>th</sup>.

### **Advance Payment**

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

### **Payment Due Date**

- Tuition is due by the 3<sup>rd</sup> day of each month by 6pm. A late fee of \$25 per day will be assessed after the 4<sup>th</sup> of the month.
- The client agrees to participate in an automatic payment plan.
- 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 9/07/22 (to be confirmed after the 2022-2023 Beaverton School District calendar is published)
- The client will pay \$1420 per month. The first two 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 by The Cornell School, during this two-month trial period, the client will pay prorated tuition. Payment is due for each day unless the contract is cancelled before the day begins. If the client chooses to withdraw their child, they must give a 2 week written notice of withdrawal or they will be charged tuition for the upcoming month.

### **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 two-month trial period has been completed, the client must give one month written notice to terminate this contract.
- 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.

### **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.

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- 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.
- 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.
- Sick child policy will also include conditions stated under The Addendum to the Registration and Policy in compliance to Covid -19 Health and Safety guidelines as mandated/recommended by The State of Oregon and CDC.

## **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)

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- 1 Measles/Mumps,Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 3or 4 Hib
- 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 the school 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 the school 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
  - An emergency policy plan for Covid-19.

The client will be notified as soon as possible of any closures related to emergencies, natural disasters or pandemic.

## **Water Hazards**

- There is a small seasonal stream on The Cornell School property which is outside the fenced playground area.
- 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

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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 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.
- Parents will not be allowed into the building and all drop offs and pick ups will happen at the front and side doors of the respective classrooms.
- The client agrees to follow the policies outlined in the school Registration contract and the Addendum to the registration and Policy.

## **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. These days comprise of dates listed under school closures during the calendar year as well as any emergency/pandemic closures.

## **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.

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**Grievance Procedure** If the client has any concerns or complaints about the school, please discuss them with Oyen or Dave 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.

## **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 recognize 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.

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## Food and Nutrition

- Children will bring their own lunch and a water bottle. Organic 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.
- 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 where organic snacks aren't available (goldfish, graham crackers, etc.). Cereal, milk and fruit will be served in the morning. 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 dedicated 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.
- All children are expected to rest their body for the state mandated 45 minutes. As per licensing, we are not permitted to force children to sleep and neither can we force them to stay awake.

## 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 may be a breach of contract and may be cause for immediate suspension/termination.
- The Cornell School, in compliance with Licensing and Health and Sanitation protocol will, in the

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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 (strict requirement of licensing and sanitation agencies).

## **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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