

THE TRAIN STATION PRESCHOOL CHILD PLACEMENT CONTRACT

Note: This contract is in place as a fulfillment of rule 5111B and rule 5114 of the Michigan Administrative Code. The Michigan Department of Consumer and Industry Services are required to inspect the childcare center and enforce the contract based on the terms provided in this contract.

As of _____ The Train Station Preschool agrees to provide child care services
(Date)
for the following named child(ren):

_____	_____
(Printed Name of Child)	(Date of Birth)
_____	_____
(Printed Name of Child)	(Date of Birth)
_____	_____
(Printed Name of Child)	(Date of Birth)

Contract Provisions:

- (1) The Train Station Preschool agrees to reimburse prepaid tuition providing the Parent or Legal Guardian provides two weeks written notice of their intent to withdrawal from school.
- (2) The Parent or legal guardian of the child may change said Childs schedule at any time providing there is space available at the preschool and two weeks notice is given
- (3) Vacation time may be taken at anytime and tuition will be adjusted providing two weeks advanced notice is given.
- (4) Tuition is to be paid one month in advance. For example: Tuition for the month of September is to be paid on or before August 1st. On the 15th of August a \$10.00 late fee will be assessed to the Childs account. Tuition for the month of October is to be paid September 1st and on September 15th a \$10.00 late fee will be accessed to the Childs account.
- (5) If account is delinquent in payments the student will be asked to discontinue attendance until account is paid in full. Tuition will continue to be charged to maintain enrollment until parent states their intent, in writing, two weeks in advance to withdrawal their student.
- (6) Two snacks per day, one in the morning and another in the afternoon will be provided by the school. Breakfast, Lunch and Dinner must be provided by parents.
- (7) Accident reports must be filled out immediately, signed, dated, and initialed by the director. Parents may need to be contacted before pick up time, depending on the severity of the accident. The report should be reviewed with the parents when they arrive. Parents must sign the form and they should receive a copy. A copy must be placed in the child's file.
- (8) Staff members are to wear disposable rubber gloves every time they are dealing with blood, vomit, urine or any other bodily fluids. Staff members are to wash hands immediately after gloves are removed with soap and water. Keep all children away from the area. Staff members are also required to attend a blood born pathogens training within six months of date of hire.

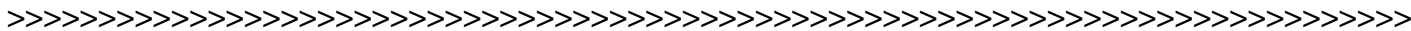
(9) When washing hands staff must use soap and hot water washing thoroughly including under nails. Staff must wash hands before and after food preparation or serving. After assisting in toileting, after every personal bathroom use, after wiping noses including own, after art, science or outdoor play, and any other times that common sense says to do so. Clean and germfree hands are essential.

(10) All employees must assist in the cleaning and sanitizing of equipment and toys once a week. All small water resistant toys will be sanitized through the dishwasher. Other equipment and toys will be cleaned with a non-toxic antibacterial soap, rinsed and then sprayed with a bleach water solution consisting of 1 Tablespoon of bleach to 1 quart of water and allowed to air dry.

(11) The Train Station Preschool will be closed the following days:

- New Years Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Years Eve Day

Upon signing this agreement, the parent, legal guardian or responsible adult and the childcare facility agrees to abide by all of the provisions contained in this contract.



In witness whereof, the parties hereto have executed this contract as of the specified date:

Parent, Legal Guardian or Responsible Adult

The Train Station Preschool

(Signature)

(Signature)

(Printed Name)

(Printed Name)

(Relationship to Children)

(Title)