



Martha M. Frank, Ph.D., OTR/L
Program Director

**EARLY LEARNING PROGRAM and/or WRAP AROUND PROGRAM (Extended hours) OF
WHISPERING PINES PRESCHOOL
RESERVATION AGREEMENT - ACADEMIC YEAR 2009-2010**

Name of Child: _____

I understand and agree:

1. To abide by the policies of The Early Learning Program of Whispering Pines Preschool contained in the Parent Manual Information and Policies.
2. In order to reserve a place for my child in The Early Learning Program and/or the Wrap Around Program at Whispering Pines Preschool, this Reservation Agreement and a non-refundable reservation fee in the amount of one month's tuition for the program I choose to enroll in (see rate attachment) and the following forms are due by June 15th. The reservation fee is applied toward the June tuition as stipulated in the Tuition and Fee Payment Schedule
FORMS: 1. Reservation Agreement Form
 2. Registration for Enrollment Form
3. The Medical Form will need to be dated less than 90 days prior to the first day of attendance and received by Whispering Pines *prior to start date*.
4. A parent/guardian or designated person shall sign my child in and out of the program each day.
5. Written permission is required to release a child to anyone not listed on the Emergency Data Card.
6. Parents/guardians shall notify the school when the child is absent or has possibly been exposed to a communicable disease.
7. Parents/guardians shall provide the child with items listed in the Parent Manual as needed for daily care.
8. Parents/guardians shall follow all parking and safety rules of the school.
9. Parents/guardians shall give one month's written notification or forfeit the reservation fee in case of withdrawal from the program.
10. No credits, refunds or make up days will be given for a child's absence due to illness or for days the program is closed due to weather, staff development days, or national holidays (Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day and July 4th).
11. Tuition payments are due as stipulated in the Tuition and Fees Payment Schedule.
12. **Any requests for changes in enrollment hours and/or days must be made in writing on the appropriate form (Attachment #1). Approved changes will occur only at the beginning of a month.**

395 North Grand Street
Cobleskill, NY 12043
518-234-8864

Program Sites:
2841 Thousand Acre Road
Delanson, NY 12053
518-875-6724;
Fax: 518-875-6389
www.wppkids.com

40 Henrietta Blvd.
Amsterdam, NY 12010
518-843-3003



- 13. An hourly "overtime" fee of \$5.00 per hour maybe charged for each hour or part thereof a child remains past their scheduled pick up time.
- 14. There will be a service charge of \$20.00 for any returned check.
- 15. The Early Learning Program of Whispering Pines Preschool reserves the right to terminate services for reasons of nonpayment, abusive behaviors/threats by parents/guardians, or when the child's needs cannot be met at the program.
- 16. The Early Learning Program of Whispering Pines Preschool provides equal opportunity for enrollment without regard to gender, color, religion, or national origin.
- 17. This instrument shall be interpreted in accordance with the laws of New York State.

Parent/Guardian who is financially responsible: _____
(Print)

Signature Date

BILLING ADDRESS: PLEASE PRINT OR TYPE

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

Signature Date

Keep one copy of this Reservation Agreement for your files. Return one Form **FOR EACH CHILD** with your deposit to:

**Whispering Pines Preschool
2841 Thousand Acre Road
Delanson, NY 12053**

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