



Cypress Mom's Day Out & Preschool Handbook Agreement 2019-2020

Cypress Baptist Church • 4701 Palmetto Road • Behrton, LA 71006 • (318) 965-5900

Child's Name _____ Date of Birth _____

Please review these important policies as well as read the ENTIRE handbook before signing.

Adding/Dropping Scheduled Days _____ Initials

I understand that if I want to add to my child's scheduled school days, it will depend on availability of the class. If the days I want are not available, I will be put on a waiting list and contacted when an opening occurs. I may drop scheduled days at any time during the school year, as long as my child maintains a minimum of two days per week. A 2 week notice is required for dropping days and will be filled by students on the waiting list. The office will need to approve any changes to my child's schedule. A 2 week notice is also required when dropping from the program.

Drop-Ins _____ Initials

I understand that my child may only attend school on his/her scheduled days. If I want my child to attend on a non-scheduled day, I will need to check with the office for availability. The non-refundable daily tuition rate of \$22 is due when the day is reserved. He/she may not come on any other day regardless of school activities. Your child's teacher cannot determine availability for drop-ins, you must speak with the directors.

Sick Child Policy _____ Initials

I understand that my child may not attend school if they have had fever, vomiting, or diarrhea. They are to be symptom free, without medicine, for 24 hours before returning to school. With the flu, they must be fever free, without medicine, for 48 hours, and I must provide a doctor's note with a date of return. If your child displays any signs of illness while at school, you will be called to pick up your child immediately. At any time, we may ask that you keep your child home due to individual circumstances for the wellbeing of the other children.

Nap Time _____ Initials

I understand that every class will lie down for a nap time. I understand that my child does not have to nap but he/she must lay down. If my child does not lay down quietly and disrupts the class, I understand that I will be called to pick up my child during nap time.

Behavior _____ Initials

I understand that Cypress will keep me informed of any behavioral problems concerning my child. Teachers and office staff will make an effort to quickly resolve any problems that may occur. I understand if my child continually exhibits harmful or aggressive behavior, he/she will be sent home.

Emergency _____ Initials

In case of emergency, I understand that 911 will be called for assistance. If necessary, my child will be transported by ambulance or emergency vehicle to the nearest hospital. I will be notified immediately.

Remind App _____ Initials

I understand that Cypress Mom's Day Out & Preschool's primary form of communication will be the Remind App. It is my responsibility to sign up if I want to receive reminders for school functions. New groups are created yearly.

I have reviewed all policies on this agreement & the Parent Handbook and understand and accept all terms and conditions herein.

Parent Name: _____

Signature: _____ **Date:** _____