**YORKTOWN PRESBYTERIAN PRESCHOOL**

2880 Crompond Road

Yorktown Heights, NY 10598

**ACCEPTANCE CONTRACT**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We hereby agree, as a condition of enrollment and attendance of the above-named child in the Yorktown Presbyterian Preschool, to the following:

1. Payment of yearly tuition whether my child can attend every scheduled school day or not. I understand that June’s tuition is prepaid and due on the first day of the preceding May and is not refundable after July l. September – May tuition may be paid in monthly installments on my child’s first day of school each month. Tuition is considered late after the 1st of each month or first day of school each month.

***A $20 late fee will be charged for any payment received after this time. One month’s notice shall be given to Yorktown Presbyterian Preschool in the event that my child is leaving said school. Returned checks will not be re-deposited but I will be required to submit a money order, bank check or cash for the balance due, plus an additional amount to cover bank charges.***

1. Participation in a rotating schedule as teacher-assistant in the classroom is required. I understand that I will find a substitute if I cannot take my turn on a given day. I understand that if I am a working parent (outside the home on a daily basis), I will pay an extra fee (to be determined yearly) to another parent who will take my place each time.
2. Participation in all fund-raising events, parent meetings and some class trips.
3. As parent/guardian, I give my permission for the above-named child to go on all field trips as long as he/she attends Yorktown Presbyterian Preschool, unless I express otherwise in writing for a particular event. I also understand that if I do not wish to have my child participate in a field trip I will be required to keep my child out of school for his/her class session without any reimbursement or reduction in tuition for that session.
4. I understand that parents/guardians will be participating as drivers for any field trips and that I must provide the age-appropriate car/booster seat for my child, as mandated by New York State law.
5. I agree to hold Yorktown Presbyterian Preschool harmless for any liability for claims of injury, illness or accident suffered by the above-named child as a result of enrollment, attendance or participation in activities in Yorktown Presbyterian Preschool.
6. In the event that I/We or those listed on the application form as emergency contacts cannot be reached, I authorize my child’s teacher or the director of Yorktown Presbyterian Preschool to consent to treatment in an emergency when immediate action is required.
7. I have read the **Social Media policy** as follows and agree to abide by its direction.
   1. Social networking and blogging is used to convey information about YPP School, raise awareness of school activities and events, communication with teachers and parents and otherwise work toward our mission. When communicating through social media, teachers and parents must ensure that the content and style used maintains our identity, integrity and reputation. The following guidelines apply to social media when used by teachers and parents; and done for school related purposes:
   2. Creating Sites
      1. Only authorized employees may create sites that represent YPP or any of its activity areas. “Sites” include creating Groups or Pages within social media.
      2. Authorized employees are the Director of YPP and those approved by the Director of YPP.
      3. Official sites must have more than one staff member as an authorized administrator and employees are required to turn over passwords and administrative privileges in the event they leave employment at YPP.
   3. Posting Content
      1. Only authorized employees may post content to YPP sites. “Posting” includes using church and preschool sites to make announcements, distributing media, and initiating topics of discussion.
      2. The publication of confidential information is prohibited.
      3. Directors, teachers and parents are expected to comply with copyright laws and avoid plagiarism. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted.
      4. If uncertain about any information, material or conversation, discuss the content with the Director of YPP.
   4. Commenting: If directors, teachers and/or parents participate in discussion on church or school sponsored sites by commenting on posts, the following guidelines should be observed:
      1. Comments should only be factual or positive in nature. Constructive criticism should be communicated privately, not through social media.
      2. Comments should be worded with great care to avoid unnecessarily offending any group or individual.
      3. Only authorized individuals should attempt to respond to a comment that is critical of the church or pre-school, and/or may be deemed obscene or offensive.
      4. Concerns about inappropriate comments should be reported to the Director of YPP or Pastors.
   5. Unofficial Sites: YPP cannot control and cannot be responsible for sites started by non-employee subgroups of the church or pre-school on their own initiative (e.g. classes, small groups, or individual church members). However, employees who have a position of leadership in the pre-school or ministry area are expected to:
      1. Use their influence to encourage groups and individuals to communicate online in a manner in keeping with the mission and values of the church and pre-school.
      2. Advise groups and individuals not to represent themselves as official church or preschool sites.
      3. Report any unofficial sites which they become aware of that are not acting in keeping with the mission and values of the church and school to the Director of YPP to determine if further action is necessary.

Signature(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s)/Guardian(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_