



**PRESCHOOL/CHILDCARE MEMORANDUM OF AGREEMENT**

**A MEMORANDUM OF AGREEMENT BETWEEN LEARNING EXPERIENCE, HEREAFTER KNOWN AS**

**'THE SCHOOL' AND \_\_\_\_\_, HEREAFTER KNOWN AS  
PRINT Parent's Name**

**'THE PARENT', ON THE ADMISSION OF THE PARENT'S CHILD \_\_\_\_\_  
PRINT Child's Name**

1. THE PARENT recognizes that their child's behavior must be appropriate in a classroom where each student respects the rights and privacy of others. The staff of THE SCHOOL will administer no punishment of any kind; redirection is the method used to handle behavioral problems. If a problem persists, THE SCHOOL reserves the right to cancel the child's enrollment.
2. THE PARENT understands and agrees that THE SCHOOL will not tolerate any type of verbal abuse or harassment of staff members. If a problem persists, THE SCHOOL reserves the right to revoke the child's enrollment at any time.
3. THE PARENT understands that if their child is ill and unable to participate in all school activities, he/she should not be sent to school. In the event the child is away due to illness/quarantine, there will be no refund issued to the PARENT for the duration of the absence.
4. THE PARENT gives permission for THE SCHOOL staff to seek medical attention without restriction as to scope or source for their child in the event of an accident or illness while in the care of THE SCHOOL. Any resulting costs shall be assumed by the parent. THE SCHOOL is permitted to administer prescription medication **only under specified conditions**.
5. THE PARENT gives permission for photographs or video recordings of their child to be taken while in the care of THE SCHOOL and used by THE SCHOOL (**internal use only**) for various purposes with or without prior knowledge.
6. THE PARENT recognizes that all outstanding tuition cheques for the school year commencing September, must be received at the office no later than September 1<sup>st</sup>.
7. THE PARENT agrees to pay a service charge of **\$20 for FIRST bank returned cheque and \$40.00 for all subsequent bank returned cheques.**
8. THE PARENT understands tuition fees will not be waived for families taking extended vacations.
9. THE PARENT understands THE SCHOOL **Withdrawal Policy** as follows:  
The June Preschool tuition deposit and/or Childcare deposit will be refundable if Withdrawal Notice is submitted to the office by letter or email 45 days prior to the withdrawal date. The withdrawal date is considered to be the last day of the month NOT mid-month. Any Withdrawal Notice during the summer months from our programs set to begin September must be submitted to the office by July 20. Please note: REGISTRATION FEES ARE NON-REFUNDABLE.
10. THE PARENT agrees to read and understand the Learning Experience Policies and Procedures Handbook (to be provided before the first day of school).
11. THE PARENT understands that THE SCHOOL reserves the right to cancel or modify programs based on enrollment. If a program is cancelled all fees will be fully refunded.

**I, THE PARENT, acknowledge that I have read and understand all policies and procedures of Learning Experience as set out in this Memorandum of Agreement.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE