

# Gan Shalom Cooperative Preschool Parent Agreement – 2018-2019 School Year

This agreement is between the parent (“Parent”) and Gan Shalom Cooperative Preschool (“Gan Shalom”), a preschool affiliated with The Hill Havurah.

## TUITION AND FEES

Tuition and fees are paid according to the following schedule:

Sachlavim, 5 mornings a week (M-F): The tuition per child is \$9,100 per school year.

Sachlavim, 3 mornings a week (MWF): The tuition per child is \$5,950 per school year.

Sachlavim, 2 mornings a week (TTh): The tuition per child is \$4,350 per school year.

Shoshanim, 3 mornings a week (MWF): The tuition per child is \$5,400 per school year.

Tzivonim, 2 mornings a week (TTh): The tuition per child is \$3,850 per school year.

A nonrefundable deposit equal to the last month’s tuition (\$910 for 5 days in Sachlavim, \$595 for 3 days in Sachlavim, \$435 for 2 days in Sachlavim, \$540 for Shoshanim, and \$385 for Tzivonim) is required by June 1, 2018, or a date to be determined by the school in the event a child enrolls later in the calendar year. The remaining tuition is payable in three (3) installments, with the deposit credited against the final installment subject to the following schedule:

	<i>Due Date</i>	<i>Tzivonim</i>	<i>Shoshanim</i>	<i>Sachlavim (2)</i>	<i>Sachlavim (3)</i>	<i>Sachlavim (5)</i>
<i>1st installment</i>	<i>July 2, 2018</i>	<i>\$1,285</i>	<i>\$1,800</i>	<i>\$1,450</i>	<i>\$1,985</i>	<i>\$3,035</i>
<i>2nd installment</i>	<i>Oct 15, 2018</i>	<i>\$1,285</i>	<i>\$1,800</i>	<i>\$1,450</i>	<i>\$1,985</i>	<i>\$3,035</i>
<i>3rd installment</i>	<i>Feb 4, 2019</i>	<i>\$895</i>	<i>\$1,260</i>	<i>\$1,015</i>	<i>\$1,385</i>	<i>\$2,120</i>

Paid members of the Hill Havurah will receive \$200 off of their last tuition installment. If you are a paid Hill Havurah member, please email Kfir Banin, at [Kfir.Banin@HillHavurah.org](mailto:Kfir.Banin@HillHavurah.org) when you make your first payment, stating that you are a Hill Havurah member.

All tuition payments should be made using the online payment portal or by check (made out to Hill Havurah). **Checks should be mailed or delivered to Kfir Banin at:**

**Hill Havurah  
212 East Capitol St NE  
Washington DC 20003**

In addition, a materials fee of \$150 per child is due on July 2, 2018 to cover costs of art supplies and paper goods.

Payments that are received more than five days late are subject to a five (5) percent late fee. Families more than fifteen (15) days delinquent in payments may no longer be permitted to attend Gan Shalom, upon the determination of the Director and President.

There will be no reduction in tuition or fees resulting from illness, vacation, inclement weather, or holidays.

#### Adding Days (Sachlavim only)

There may be instances in which a day may become available for a current student to add to their attendance schedule (e.g. a 5-day family is only able to attend 4 days a week: the extra day will be offered to 2- or 3-day a week families). In these instances, Gan Shalom will notify current families that may be eligible to add that day. Available openings will only be offered to students that are in that location already.

## **CO-OP DUTIES**

Gan Shalom is a cooperative built on the participation its families. Gan Shalom families are therefore each required to assist in the classroom as the teacher's assistant, to contribute out-of-school volunteer hours, and to fill an administrative role in the school either as a volunteer or through a contribution to support the hiring of additional staff.

#### Duty Days

The daily teacher's assistant is **required** to arrive at Gan Shalom by 8:45am and remain until 12:15pm in the Tzivonim and Shoshanim classes and until 1:15pm in the Sachlavim class. The teacher's assistant is responsible for helping to set up, implement the day's program, and clean up at the end of the day. Clean up duties include sweeping, taking out trash, and wiping down surfaces in the bathroom. The teacher's assistant position in each class may be filled by any caregiver designated by the parent who has completed the required paperwork including background checks, and may include parents, grandparents, nannies, or other significant individuals in the child's life who have a solid command of the English language.

The frequency and number of duty days served by each family will depend upon the enrollment in the class and the number of days the class meets. Typically each family is in the classroom every 3-4 weeks if they spread their duty days evenly over the course of the school year. The duty schedule for the teacher's assistant will be provided by Gan Shalom prior to the beginning of the school year, and each parent/caregiver will have an opportunity to provide input on the days that work best for them. In the event that the regularly scheduled duty parent cannot come due to an advance change of plans, the duty parent is required to find a replacement parent/caregiver as soon as s/he becomes aware of the change. If they are unable to find a replacement, a fine may be applied. Any changes to the schedule should be communicated in advance to the Scheduler, and to the respective teachers whenever possible.

Each family is also responsible for providing snack on a rotating schedule to be set by the class

scheduler. See the snack section below for further information.

All individuals fulfilling caregiver duties at the school must mail a Child Protection Registry Check Request by **July 14, 2018**, and must submit a health form completed by their physician, a classroom volunteer registration form, proof of CPR and First Aid training, an FBI background check, and an MPD background check no later than **August 10, 2018**. Copies of the forms are available on the Gan Shalom Parent Portal, as are instructions for completing all paperwork. In accordance with DC Licensing standards, we need to have at least 2 adults on site who are trained in First Aid and CPR. To meet with this requirement, all parents and caregivers who will be serving co-op duty in the classroom must have current First Aid and CPR training and must provide us with copies of their training cards.

***Due to restrictions imposed by the District of Columbia licensing authority, failure to complete and file all required forms will result in your inability to serve as duty parent and/or your child's delayed attendance at school.***

#### Out-of-School Volunteer Hours

In addition to time assisting in the classroom, all Gan Shalom families are expected to contribute out-of-school volunteer hours. Opportunities to complete these hours will be presented throughout the year - examples include helping with classroom set-up during the summer, representing Gan Shalom at the MOTH School Info Fair, helping with set-up and clean-up for school-wide evening celebrations, helping with set-up and registration for the winter fundraiser, helping with classroom clean-up at the end of the school year, etc.

#### Administrative Duties

In addition to their duty days in the classroom and volunteer hours outside the classroom, all families are also required to support the school in one of two ways:

- Families may make a minimum contribution of \$1000, the equivalent of \$100 per child per month, in addition to their tuition payment. This money will support additional time or resources Gan Shalom staff must spend to complete related tasks. For families who chose this option, the entire \$1000 must be paid by June 1, 2018. This contribution is non-refundable.

OR

- Families may take on an administrative responsibility within the school. (See Parent Handbook for the list of volunteer positions.)

## **SNACKS & LUNCHES**

Snacks and lunches will be either dairy or *pareve* (i.e., containing no meat or dairy). No *hechsher* (symbol that the food meets standards of *kashrut*) is necessary. Due to allergies of children in our program and at the request of our landlords, all food brought into Gan Shalom classrooms must also be nut free. For Shabbat, families are asked to provide fresh Challah and white grape juice (Thursday in the Tzivonim and Sachlavim classes and on Friday in the Shoshanim class).

<b><i>Grains</i></b>	<b><i>Meat Alternative</i></b>	<b><i>Fruit/Vegetable</i></b>
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<i>Multi-Grain Crackers</i>	<i>Low-fat yogurt</i>	<i>Any fruit or veggie <u>except</u> raw carrots and grapes.</i>
<i>Multi-Gran Mini Bagels</i>	<i>Cheese</i>	
<i>Multi-Grain Cereal</i>	<i>Hummus</i>	<i>Can include no sugar added applesauce</i>
<i>Cereal Bars</i>		

Each class will determine whether the families provide snack for their duty days or for an entire week at a time. When providing snack on either a daily or weekly basis, families must bring in enough snack for each child in the class. In accordance with USDA guidelines, each day’s snack must include nutrition from two of the following three food categories: Grains, Meat or Meat Alternative, and Fruits/Veggies.

In accordance with the recommendations of the American Academy of Pediatrics, whole grapes, raw carrots, and popcorn will not be served at Gan Shalom Cooperative Preschool as they are potential choking hazards.

## **WITHDRAWAL OF STUDENTS**

In the event that a family chooses to withdraw their child from the program prior to June 30<sup>th</sup>, the preschool will retain only the application fee, materials fee, and initial deposit.

In the event that a family chooses to withdraw their child from the program after June 30<sup>th</sup>, but before the start of the school year, **the family is required to pay for the first two months of school.** Tuition for this period will only be prorated and returned to the family if the preschool has been able to fill the vacancy **and** if the child’s class is fully enrolled. Deposit money and the supply fee will be kept by the school.

In the event that a family chooses to withdraw their child once the school year has commenced, **the family is required to pay tuition for 60 days after the child’s last day of school.** Tuition for this period will only be prorated and returned to the family if the preschool has been able to fill the vacancy **and** if the child’s class is fully enrolled. The family is asked to provide as much notice as possible before withdrawing, with 60 days being the preferred minimum. The more notice the family provides, the more opportunity the school will have to fill the slot, which will benefit both Gan Shalom and the withdrawing family. Deposit money and supply fee will be kept by the school.

In general, due to classroom dynamics, Gan Shalom will not attempt to fill a slot vacated after February 1, and therefore, if a family chooses to withdraw their child after February 1, tuition for this period will not be prorated or returned to the family. However, in the event that the decision is made to fill the slot, the tuition will be prorated and returned to the family once the slot has been filled **if** the child’s class is fully enrolled.

## **TERMINATION OF FAMILIES FROM THE SCHOOL**

While we do not anticipate that any student will be terminated from the program during the calendar year, there are certain expectations that every family must meet. In the event a family consistently

refuses to meet the responsibilities required of them by the school, the President and Director will meet with the non-participating family to discuss the situation. In the event the family continues not to fulfill their responsibilities, the President and the Director together can decide to terminate a family from the school. Tuition will be prorated and returned to the family as of the child's final day of school. Deposit money and the supply fee will be kept by the school. All contact with the family must be documented, with a copy retained in the child's file.

## **HEALTH POLICIES**

Keeping our school a healthy place for children, teachers, and families requires your cooperation, understanding, and compliance with our health standards.

All children must have current medical and immunization forms, completed by a licensed healthcare professional, on file at the Gan Shalom Cooperative Preschool before he/she may attend.

Gan Shalom requires that all newly enrolled children are up-to-date on all immunizations recommended by the Advisory Committee on Immunization Practices and the Centers for Disease Control and Prevention (CDC) regarding immunization against childhood diseases.

Children for whom immunization is medically contraindicated may be exempt from this requirement if their medical contraindication is documented by a physician who is board certified by a certifying board which is a member of the American Board of Medical Specialties (ABMS). In the event that any outbreaks or epidemics occur, as defined by the CDC and/or the District of Columbia Department of Health (DC-DOH), any children attending Gan Shalom who are not fully vaccinated will be required not to attend school until such time as the relevant government health officials have informed Gan Shalom that it is safe for the children to return school.

Parents are required to keep children home if s/he:

- Has had a fever during the previous 24 hours. Children must be fever free (100.3 or less *without* any fever reducing medication) for 24 hours before returning to school;
- Has had an upset stomach including vomiting or diarrhea during the previous 24 hours;
- Has a sore throat or severe cough;
- Has a runny nose to such an extent that the child is uncomfortable or requires an inordinate amount of the teacher's attention to control; or
- Has or is exhibiting signs of a contagious illness.

If a child is diagnosed with a contagious illness, families are asked to notify the school immediately so that the school can inform other families in the class and hopefully prevent the spread of the illness. Children can return to school only once the contagious period has ended.

The parent/guardian must inform the Gan Shalom Cooperative Preschool, **in writing**, of a child's specific allergies. Should a child's allergy situation change at any time during the year, the parent(s)/guardian(s) must inform the school immediately. The "Allergy Addendum" and (if applicable) the "Food Allergy Action Plan" must be completed and signed by a licensed physician authorizing treatment.

## **INCORPORATION OF PARENT HANDBOOK**

Parent agrees that they have received and reviewed the Gan Shalom Parent Handbook and agree that all provisions of the Handbook are incorporated by reference in this agreement. The Handbook is available on the parent portal of the Gan Shalom website.

## **LIMITATION OF LIABILITY**

Gan Shalom and its employees, affiliates, officers, and volunteers' entire liability arising from any and all causes, whether based in warranty, contract, tort or otherwise, shall not exceed the aggregate fees paid by each family for child care services within three months prior to the first claim filed. This limitation is cumulative, with all payments and liabilities being aggregated to determine satisfaction of the limit. The existence of multiple claims shall not enlarge the limit. Any claims not brought against Gan Shalom, its employees, affiliates, officers, or volunteers' within one year after the occurrence of the act (or failure to act) giving rise to such claim shall be deemed waived and released. In no event shall Gan Shalom Cooperative Preschool, and its employees, affiliates, officers, or volunteers be liable for special, incidental, consequential, exemplary, punitive, or indirect damages hereunder, including without limitation loss of profits or loss of use damages, even if Gan Shalom, its employees, affiliates, officers, or volunteers have been advised of the possibility of such damages or losses. Parents acknowledge that these limitations on liability are essential to this agreement and reflected in the prices /rates set forth herein, and that Gan Shalom would not enter into this agreement without such limitations on its liability.

## **SIGNATURE**

This document must be signed by each family enrolling a child in Gan Shalom Cooperative Preschool.

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Parent Signature

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Date