

DAILY SIGN-IN/SIGN-OUT/ RELEASE OF YOUR CHILD: Your child(ren) must be signed in and out with a 1st initial and complete last name by those persons 18 years of age or older, and whose names appear on the Emergency Contact Sheet. You must advise the Director or other designated person in charge, in writing, if any other person other than those listed is to pick up your child. TCDS employees may require proof of identification from any caller or any person arriving to pick up your child. A telephone authorization may be confirmed with the custodial parent at a previously designated phone number.

LATE PICK-UP: If your child remains past the time the program ends, an additional fee of \$10.00 per fifteen (15) minutes or any portion of a fifteen (15) period will be charged. If there are multiple children, the fee will be assessed to each child. If your child remains past the time the program ends continuously, you will be advised to find care that better fits your schedule.

DELINQUENT ACCOUNTS, RETURNED CHECKS, TUITION EXPRESS DECLINES: If your account is continuously delinquent, you will be asked to withdraw your child(ren) from the program. A \$25.00 processing fee will be charged for any returned checks (this includes Tuition Express credit card and account withdrawals). If 2 checks are returned during one school year, all future payments must be made via cash or money order for 12 months. You will be responsible for payment of all costs involved including reasonable attorney fees if your account is sent to collections.

REMOVAL FROM PROGRAM: If your child is removed or withdrawn from the program for any reason, there is no guarantee a space will be available for your child later. *If we determine that we are unable to provide the services to meet the needs of your child without jeopardizing the quality of care provided to other children, you may be asked to withdraw your child.

FAMILY DISCOUNT: There is a 10% discount for additional children in a family with a child enrolled in 5 full days of Pre-School or Pre-Kindergarten. The discount applies only to weekly tuition, not to special program fees.

SPECIAL PROGRAMS FEES: Field trips and optional programs may be offered. Most of these programs require fees in addition to regular tuition. Those fees are payable by the first day of the program.

TRANSPORTATION: Parents are responsible for providing transportation to and from TCDS. Transportation is only provided for authorized field trips.

PARKING LOT SAFETY: *Please, please, please... Watch for little ones at all times!* Observe all traffic related signs. Do not park your car in the loading/unloading zone located in front of the school. This is for loading and unloading only. Please observe all safety rules in our parking lot.

DISCIPLINE: Teaching children to respect others and be responsible for their actions are essential ingredients in our philosophy. We aim to create an environment that provides children an opportunity to grow and have fun with age appropriate activities set within consistent limits. Choices, redirection, positive reinforcement and logical consequences including time-out and parent conferences are all ways we strive to help children grow and learn within our limits.

PUBLICATIONS RELEASE: Tucson Country Day School may use photographs, reproductions and/or any sound recordings of my child. Such use would be limited to advertising and publicity for purposes of promotion the school.

MEDICATION: Tucson Country Day School may NOT administer over-the-counter drugs. A designated employee may administer properly labeled prescription medications if authorized in the required format on a daily basis. The school administrators or Health Clerk may apply first-aid, secure medical aid and/or ambulance service in case the parent or guardian cannot be reached.

ILLNESS: Your child will be sent home if he/she has a fever, is vomiting or has diarrhea. The child needs to be picked up by an authorized adult as soon as possible in the event of the above symptoms. Your child needs to be symptom free for twenty-four (24) hours before he/she may return to school. If your child has been exposed to a contagious disease, you must notify the school director or Health Clerk

FIELD TRIPS: Supervised field trips may be scheduled to local areas of interest. Your signature below authorizes TCDS to take your child on all field trips. In addition, you will be responsible to sign an authorization form on the day of the field trip.

SPECIAL NEEDS CHILDREN: If your child has any special needs, please set up an appointment with the school director. Your child will be enrolled once it is determined that TCDS can fully meet his/her needs.

SWIMMING: Your signature authorizes your child to swim at TCDS throughout the school year and summer camp.

SUN SCREEN: Your signature authorizes counselors/staff at TCDS to assist your child in applying sunscreen.

LOST OR STOLEN ITEMS: Tucson Country Day School is not responsible for any personal items that are lost or stolen.

INITIAL HERE **LIABILITY WAIVER:**

In consideration of being allowed to participating in the activities associated with Tucson Country Day School, the above signed on his or her behalf, and on the behalf of the participant identified on signature page of registration form, acknowledges, understands, and agrees to the following conditions:

I represent that I am the parent or legal guardian of the participant named on preceding page, or I have obtained permission from the parent/legal guardian of the participant named on the preceding page to execute this agreement on their behalf. I agree that the participant named on the preceding page and I shall comply with all stated and customary terms, posted safety signs, rules and verbal instructions as conditions for participation in TCDS activities which include, but not limited to, swimming, jumping castles and/or inflatable equipment.

I am aware that there are inherent risks associated with participations in TCDS activities which include, but not limited to, swimming, jumping castles and/or inflatable equipment, and I, on behalf of myself and the participant named on preceding page, knowingly and freely assume all such risk, both known and unknown, including those that may arise out of the negligence of other participants; and, I, for myself and the participant named on preceding page, and our respective heirs, agents, assigns, administrators, personal representatives, and next of kin, hereby release and hold harmless Tucson Country Day School and their affiliates, officers, members, agents, employees, other participants, and sponsoring agencies from and against any and all claims, injuries, liabilities or damages arising out of or related to our participation in any and all Tucson Country Day School activities and the use of the premises and/or equipment.