



**Bower Tree Preschool**  
**Enrollment Agreement**  
2021/2022

This contract is made between the parent(s)/guardian(s):

full name(s): \_\_\_\_\_

address(es): \_\_\_\_\_

and *Caitlyn Moe, owner of Bower Tree Preschool*, for the care and education of the following child:

child's name: \_\_\_\_\_

**The tuition paid shall be \_\_\_\_\_ per month**

and reflects a schedule as follows:

**8:30am to \_\_\_\_\_ pm on Monday though \_\_\_\_\_**

**beginning on September 7, 2021.**

If the parent (or other authorized adult) is going to be more than five minutes late in picking up the child, every effort must be made to contact the provider. **A late pickup fee of \$1 per minute will be charged after a ten minute grace period.**

Payment is due to the provider monthly in the form of cash, personal check, or Venmo payment. Venmo payment is preferred. Invoices will be sent out at least a week prior to payment due dates. **Tuition is due on the first day of the month.** If it is paid more than five days after the due date, a **\$25 late fee** will be assessed. Payments more than two weeks late may result in termination of enrollment. Tuition amount is not affected by scheduled breaks or closures due to extreme weather. An **annual \$200 materials fee** is due by the first day of school in September.

### Scheduled Breaks 2021/2022

November 24 - 25 (2021): Thanksgiving Break

December 20 - 30 (2021): Winter Break

March 21 - 24 (2022): Spring Break

June 20 - 30 (2022): Summer Break

August 22 - Sept 1 (2022): Autumn Preparation

### Sick Policy

Children must be symptom-free for at least 24 hours of the following before returning to care:

- Fever (temperature above 100.4); see COVID policy below
- Vomiting
- Diarrhea
- Unusual yellow color to skin or eyes
- Pink or crusty eye(s)
- Skin or eye lesions or rash that is severe, weeping, or pus-filled
- Stiff neck and headache with one or more of the above symptoms
- Complaints of severe pain
- Head lice

COVID-19 Policy: If your child develops any of the below symptoms, please keep them at home until they have received a negative COVID test result **and** until 24 hours after fever-free and cough resolves:

- Fever (temperature above 100.4)
- Unusual cough
- Shortness of breath/difficulty breathing
- Extreme fatigue
- Loss of taste/smell

In the event a positive COVID-19 test result, or if your child has been exposed to a presumptive or confirmed case of COVID-19, please confer with the provider and keep your child at home for a 10-day quarantine period. If the provider or the whole school community is exposed to COVID-19, the school will close for a 10-day quarantine period. Each family will be granted two school weeks of tuition-free days (twice the number of days their child attends school in a week) to be applied in the event of a required quarantine.

*Prevention of COVID-19 for fall 2021-- subject to revision*

**Bower Tree Preschool will follow all state regulations regarding COVID safety as outlined by the Early Learning Division of the Oregon Department of Education.** These entail following the ODE Exclusion Summary (provided in the parent handbook) and requiring the masking of all adults indoors, as well as any children in kindergarten or above, except when eating. In addition, we will teach proper hand washing to the children and will require hand washing upon arrival, before and after meals, and before and after food preparation. Bower Tree also has a HEPA air filter for the indoor school space. Seasonal festivals and parent events may be modified or canceled if deemed necessary for COVID safety.

**Families are expected to follow basic safety and health measures to lower the risk of contracting and spreading COVID-19.** These include:

- Washing hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Wearing a face covering over your nose and mouth when in an indoor public space such as the grocery store
- Remaining masked or at a distance of at least 6 feet from unvaccinated people or people whose vaccination status is unknown

- Avoiding large gatherings and people with known COVID-19 symptoms and/or diagnosis

Inclement Weather Policy

Bower Tree Preschool may cancel or delay school for the day in the event of extreme weather such as freezing rain, snow, ice, or poor air quality. The same policy will be followed in the event of power outage or unsafe building conditions. The decision to close or delay will be made as early as possible so that parents can be notified promptly. In the case of poor air quality, school may be held fully indoors rather than being cancelled.

Termination Procedures

This contract may be terminated by the parent(s) or the provider. Parents are required to provide **30-day notice** prior to the last day of attendance (or prior to the first day of school, if notice is given before the school year begins). If shorter notice or no notice is given, a penalty equivalent to one month of tuition will be charged. If a child's last day of attendance falls mid-month, the full monthly tuition is still due on the first day of the month.

The provider may immediately terminate this contract if tuition payment is more than two weeks late or in the case of extreme circumstances that compromise the safety of the other students and/or provider. In the latter case, a reasonable effort shall first be made by parents and provider to remedy the issue, unless the child's continued presence in the program represents an immediate risk of serious harm to the other children, the provider, the provider's family members, or the provider's property.

Other

- If the provider chooses not to enforce any portion of this contract, they do not give up their right to enforce any other portion of the contract.
- The contract can be revised by the provider at any time if necessary. Parents will be notified of any changes.

The signatures below indicate agreement with this contract.

\_\_\_\_\_  
Parent or guardian

\_\_\_\_\_

Parent or guardian's signature

Date

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Parent or guardian

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Parent or guardian's signature

Date

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Provider's signature

Date

This form may be submitted in person or via mail to Bower Tree Preschool at 444 NE Tillamook St., Portland OR, 97212, or via e-mail to [caitlyn@bowertreepreschool.com](mailto:caitlyn@bowertreepreschool.com). **A \$150 nonrefundable enrollment fee is due when the enrollment agreement is submitted to the provider.** To submit the fee, please mail a check with the enrollment form or pay through Venmo: @Caitlyn-Moe. (phone: 503-201-5469)