



Children's Rocky Mountain School, Inc.  
126 Main Street, Carbondale, CO 81623  
crmspreschool@gmail.com  
970-963-2524

## REGISTRATION CONTRACT 2024/2025

Children's Rocky Mountain School, Inc. is a non-profit organization ("Preschool"); it is licensed by the Colorado State Department of Early Childhood. The school operates Monday through Friday, 8:00 a.m. to 5:00 p.m., from August 19th to May 23rd with a 6-week Summer Camp from June to July 8:00 a.m. to 4:00 p.m.

This Registration Contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the Preschool and \_\_\_\_\_ ("Parents").  
Names of Parent(s)/Guardian(s)

_____	_____	M T W T H F	_____
Name of child	Date of Birth	Days of enrollment	Enrollment date

### 1. A. Conditions of Services

1. A healthy lunch will be provided by the Parents; the school will provide nutritious morning and afternoon snacks. Milk will be served during morning snack and lunch.
2. The child will be involved in a mixed age group of children; developmentally oriented learning experiences provided include individual/group, active/quiet, clean/messy, and indoor/outdoor activities daily.
3. Medication may be administered only when prescribed by a physician with completed Medication Form including name, dates, dosage and times to be given. The medication must be in its original container with the label.
4. The Preschool gives appropriate first aid to a hurt child in accordance with emergency medical procedures. In case of an emergency, the nearest hospital or clinic will be used. Charges for ambulance/medical services are the responsibility of the Parents.
5. Any child showing symptoms of illness will be isolated until the Parents can pick him/her up. The child may return to school when he/she is free from contagious or communicable diseases.
6. No child may be released from school to anyone not authorized or listed on the enrollment application without written permission.
7. The child will be permitted to go on a field trip with a signed permission slip and the child must be seated in a car seat provided by the Parents.
8. The Preschool makes every effort to safeguard the child's personal belongings, but is not responsible for lost, stolen, or broken items.
9. The Parents give permission for the child to occasionally view videos or other media for educational purposes.

### B. Enrollment Options

1. Two-day enrollment: M/W or T/Th or W/F schedule
2. Three-day enrollment: M/W/F or T/Th/F or M/T/Th schedule
3. Four-day enrollment: M/T/W/Th or T/W/Th/F schedule
4. Five-day enrollment: M/T/W/Th/F schedule

5. The child's days of enrollment under this Contract are circled above.
6. The enrollment schedule may be changed upon mutual agreement of the parties. However, the Parents are obligated to pay the Preschool a **\$100 change fee** if the schedule change involves reducing the child's number of days of enrollment.

### C. Tuition and Payment Policies

1. Tuition is determined by the Board of Directors.
2. Tuition for the 2024-2025 school year from 8:30am – 3:00pm are billed over 9 months, August-May. **August Tuition will be prorated with the remaining monthly rates September- May staying the same even during months when the school has closures.**
  - a. **Two-day** enrollment. \$5,396.00 for the school year (**\$568/month**) + **August \$284.00**
  - b. **Three-day** enrollment. \$7,866.00 for the school year (**\$828/month**) + **August \$414.00**
  - c. **Four-day** enrollment. \$10,184.00 for the school year (**\$1,072/month**) + **August \$536.00**
  - d. **Five-day** enrollment. \$12,350.00 for the school year (**\$1,300/month**) + **August \$650.00**
  - e. **Five-day** with extended hours \$14,962.50 for the year (**\$1,575/month**) + **August 787.50**

#### Extended Hours:

- a. 8:00am – 8:29am is **5.00** extra per day.
- b. 3:05pm – 5:00pm is **\$20.00** extra per day.

#### Extended Day Option

Please circle the day/days you would like your child to attend for extended hours.

8:00am – 8:29am for **5.00** extra per day.

**Monday      Tuesday      Wednesday      Thursday      Friday**

3:05pm – 5:00pm for **\$20.00** extra per day.

**Monday      Tuesday      Wednesday      Thursday      Friday**

If not selected for inclusion in this contract, extended hours may be arranged with the office and are based on availability.

**There are no deductions or make-up days for illness, vacations, snow days, natural disasters, or other absences.**

- a. Tuition is for the full school year. By accepting the student for enrollment, the Preschool immediately assumes and incurs expenses associated with the education of the student that are fixed for the entire school year and not reduced by the student's absence or withdrawal. Therefore, by signing this Contract the Parents are obligated to pay tuition for the full school year on one of the payment schedules described below. The full year of tuition will remain due for any student who leaves the Preschool for any reason prior to the end of the year, and no refunds will be given for payments made prior to withdrawal of the student. The Parents may make a written request to the Preschool Board of Directors to waive the requirement to continue payment of tuition following withdrawal of a student based upon extraordinary circumstances, and the Board has sole discretion to determine whether to grant such a waiver.
- b. **Registration fee.** An annual registration/material fee of **\$300** is required to assure a space for a child in the program. **This fee is non-refundable.**

c. Payment Plans:

- i. Plan A – full payment at the beginning of the school year.
- ii. Plan B – nine equal installments from September through May. The following terms apply to payment under Plan B:
  1. Payment is due on the first day of each month.
  2. Any accounts 30 days past due will accrue interest at the rate of 8% per month and may be turned over to a collection agency. The undersigned are liable for costs of collection including reasonable attorney's fees.
  3. Accounts 60 days past due will result in dismissal of the child.
- iii. Any different payment plan arrangements must be approved by the Director.

Initials of Parent(s)/Legal Guardian(s) Signing this Contract: \_\_\_\_\_

**D. Obligations of Parents**

1. Parents will pay annual tuition in a timely manner on the terms described above in paragraph C.
2. Parents will return application, annual physical and immunization records by the first day of school.
3. Parents will notify the school of absences/vacations.
4. Parents will provide a nutritious lunch daily and a sheet and blanket for naps.
5. Parents will sign all required forms, waivers and permission slips.
6. Parents will provide appropriate clothing for varying kinds of weather.
7. Parents will support volunteer efforts.
8. Drop-off and pick-up requirements for Preschool's new location at 126 Main Street are described in the attached Appendix. By signing this Contract, the Parents agree to adhere to those requirements.

**E. Fundraising Commitment**

The expense of providing quality early childhood education exceeds what is charged in tuition. The Preschool generally maintains a 1:6 teacher-child ratio, which is a core benefit of the Preschool's program. Fundraising is a multi-factorial approach to meeting the budget that keeps early childhood education tuition affordable, engages the community to support its children, and is a universal element of early childhood education across the country. Parents will find fundraising efforts to be a part of your child's entire education from preschool through college. **The 2024-2025 Preschool budget requires that approximately \$25,000 be raised through fundraising efforts, which will include an approximately effort of \$500 per child** while the remaining amount be raised through larger fundraising events put together by or fundraising committee and in partnership of all parents during these fundraisers.

The board and fundraising committee work hard to provide fun and useful tools to engage parties with a vested interest in quality education in fundraising, including community events that raise some of the funds and several smaller fundraisers throughout the year (Potato Days bake sale, Winter Wonderland raffle, School art/theatre show and the participation in the City Market Community Rewards (formerly known as Scrip program). **In order for these fundraisers to be effective, it is imperative that each child's family participates with the goal of contributing a minimum of \$500 of efforts, services or community revenue per child.** In order to help keep costs contained, we request each family use the honor system to keep track of your contributions towards this

fundraising goal as each fundraiser comes up, and let's have some fun raising the money needed to contribute to quality, affordable early childhood education!

Initials of Parent(s)/Legal Guardian(s) Signing this Contract: \_\_\_\_\_

**F. Parent Volunteer Commitment**

Parent participation is a wonderful and valued integral part of the success of our early childhood education program. The Preschool embraces the triad of parents, teachers, and children as cooperative learners. Parent involvement is necessary in every aspect of running the school, thus parents are expected to become involved in at least one committee, which interests them. Please honor your commitment. Please note that the parent volunteer commitment is separate from fundraising efforts.

**G. Student Access**

In the event of divorce or separation, it is the policy of the Preschool to provide both custodial and non-custodial parents equal access to all official records and reports. Access to children, teachers, and administrators is provided to either parent without notification of other party regardless of the party or parties named above who claim financial responsibility. The Preschool will make exceptions to this policy when ordered in writing by a court of law.

**H. Indemnity, Waiver and Release of Liability**

The Parents understand and acknowledge the risks and potential dangers involved in the child's participation in all Preschool activities. Young children often take risks, which may result in accidents, injury, or even death. Understanding these risks, parents hereby advise the Preschool and represent to the Preschool that parents do hereby release the Preschool from any liability and indemnify the Preschool, its board and officers, directors, employees, and anyone else directly or indirectly connected with the Preschool from any costs, expenses or damages in the event of any injury or damages of any nature, including even death to the child relating to the child's participation in Preschool activities, including any activities off the school campus, such as field trips.

The Parents expressly acknowledge and agree the Preschool may hire a commercial van for the purposes of field trips and that the child must be seated in a car seat in such commercial vans. By execution thereof, parents expressly approve the child's participation in any and all of the Preschool's activities, including field trips.

**I. Governing Law**

This Contract shall be governed by the laws of the State of Colorado. Should controversy or dispute of any kind arise, which is related in any way to the child and/or his/her parent/guardians and the Preschool it will be submitted to final and binding arbitration in the State of Colorado according to the rules and practices of the American Arbitration Association from time to time in force. This submission to arbitrate shall be specifically enforceable.

By execution of this Contract the undersigned hereby acknowledge that I (we) understand and fully accept the foregoing terms of registration and of the regulations relating to the admission and retention of the above-named child at the Preschool and agree to make all payments required under the provisions hereof.

**J. Amendment**

This Contract may be amended in writing upon mutual agreement of the parties.

**K. Term of Contract**

The Preschool reserves the right to terminate enrollment at the sole discretion of the Director for experiences at school, delinquent tuition payment, or serious irresolvable issues.

Signature of Parent/Legal Guardian	Print	Date
Signature of Parent/Legal Guardian	Print	Date
Director, CHILDREN'S ROCKY MOUNTAIN SCHOOL, INC.		Date

Children's Rocky Mountain School admits students of any race, color, nationality, ethnic or religious origin to all the rights, privileges, programs and activities generally accord or made available to students at the school. We do not discriminate on the basis of race, color, nationality, ethnic or religious beliefs in the administration of our educational policies, admission policies, scholarship and loan programs, or other school administered programs.

**Appendix to Children's Rocky Mountain School Parent Registration Contract**

**Town of Carbondale Concerns with 126 Main Street Property**

The CRMS Preschool obtained a Special Use Permit from the Town of Carbondale Board of Trustees in order to operate the Preschool at 126 Main Street. During this process, the Preschool had to show the new location would not affect the neighborhood in an adverse manner. The Town does have concerns about a Preschool "fitting in with the Main Street Neighborhood" as well as some of the details of dropping off/picking up children. These concerns revolve around safety of all motorists and children. The Town also wants all parents to realize that there are many residents/business owners in this area and that parking may not be plentiful. Parents may have to walk the children from as much as a block away. In order to get this Special Use Permit, the town would like all parents to acknowledge the following:

- To be respectful to neighborhood when dropping off/picking up children
- No U-turns on Main Street
- You may have to park some distance from 126 Main
- Don't utilize alley for drop-off/pickup, with exception when handicap access as necessary
- No queuing in travel lanes (double parking)

There are safety issues related to making U-turns in Main Street as well as double parking. These are safety concerns and are not allowed on Main Street. Please beware that:

1. The Director or a teacher will be asked to talk with a parent about safety if they are seen making a U-turn or double parking.
2. After a second incident, staff may be requested to discuss the issue or non-compliance with the Carbondale Police Department.

Initials of Parent(s)/Legal Guardian(s) Signing this Contract: \_\_\_\_\_