

**Pleasant Hill Preschool Policies
2026-2027 School Year**

PHP Tuition and Payment Policy

Please remember that ALL tuitions and fees are non-refundable and non-transferable.

New Students pay a one-time, non-refundable \$25 application fee. This fee puts your child on our waitlist. They are not guaranteed a spot until the Director has determined that there is space and you have received an email telling you that there is a spot for your child. Once you have accepted the spot, the \$25 application fee is applied as a credit on your account and is put toward the \$225 registration fee for new students. The registration fee for returning students is \$175. New students who are siblings of a current student will pay the sibling registration fee of \$175 (\$150 after application fee credit). Registration fees are due within 3 business days of accepting your child's spot at our school in order to secure their spot in the class.

Tuition is broken down into 9 equal monthly payments. The school year runs from September-May. Tuition is paid one month in advance (August-April) and is due on the first of every month. If tuition is not in process or paid in full by the seventh of the month, a \$25.00 late fee will be applied. If late tuition is not paid by the ninth day of the month, the child will not be permitted to come to school until tuition has been paid in full or a payment plan has been agreed upon with the Director.

PHP Authorization and Consent For Treatment of a Minor Child Policy

I authorize my child's teacher or the Director of Pleasant Hill Preschool in Duluth, GA, to consent to x-ray, examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care, to be rendered to the minor under the general or specific supervision and advice of a physician or surgeon licensed to practice medicine in the state of Georgia, when the need for such treatment is immediate, and when efforts to contact either parent or legal guardian are unsuccessful. This authorization applies only during the hours and year my child is attending Pleasant Hill Preschool. If such a situation should arise, I understand medical care as the situation may reasonably warrant will be secured.

PHP Liability Waiver

It is mutually understood that in the event of an accident or illness of the child while in the care of the Preschool, the staff shall use its best efforts to contact the parents/guardians. However, in the event the parent/guardian is not immediately available, the staff is authorized to secure such medical care as the situation may reasonably warrant. It is agreed that where the school has acted in good faith to comply with an accident or illness to the child, any and all liability as might exist, is expressly waived by the parent/guardian.

PHP Needs of the Child Policy

I understand that Pleasant Hill Preschool does not have the staff or resources to accommodate children who have physical, mental, emotional, or behavioral conditions which requires special supervision or handling and/or requires the dedication of special facilities or staff for the child. I understand that every effort will be made to accommodate my child within the available scope and resources of the school. In the event my child requires special resources not available at PHP, they will work with me to the best of their knowledge and guide me towards the resources my child needs to be their most successful self. This can include, but is not limited to: making the facility available to child development professionals to come work with, assist, and/or observe my child, filling out necessary evaluation paperwork, facilitating screenings, unenrollment from Pleasant Hill Preschool and/or placement in another school.

PHP Vaccine Policy

I understand that my child must be vaccinated and be able to provide current and up to date vaccination records (GA Immunization Form 3231) to Pleasant Hill Preschool. Vaccination records must be provided within the first 30 days of attendance. Because we are license-exempt by the state and are a private entity, we do not accept any exemptions, religious or otherwise. Arrangements may be made with the Director in case of a delayed vaccine schedule, but these are decided on a case-by-case basis.

PHP Photography Policies

I understand that pictures of my child will be shared within the Playground app but only to families in my child's class. Special circumstances allow me to opt out of this, but need to be communicated with the Preschool Director in advance. I understand that every family has different rules and expectations regarding their child's online privacy. I will not share photos of other preschool students online, other than my own, without the express permission of the other families. If I post pictures, it is expected I will blur faces or use emojis to protect the identity of other children.

PHP Drop-Off and Pick-Up Policy

Morning drop-off begins promptly at 9:30am. Doors to the main entrance will be closed at 9:45am. Late arrivals will not be permitted after 9:55am unless prior arrangements have been made with the child's teacher and/or Preschool Director. Please use the main entrance from Pleasant Hill Road or the rear parking lot entrance off Park Bluff Lane when you pull in. DO NOT use the first entrance Park Bluff Lane during drop-off/pick-up as this causes a backup of cars onto Pleasant Hill Rd. When you leave the parking lot, either exit from the main entrance onto Pleasant Hill Road or drive around to the back of the church and exit out of the rear entrance onto Park Bluff Lane. Drivers must put their car in park when they get to the drop-off/pick-up area to prevent injury to a teacher or student. Afternoon pick-up begins promptly at 1pm. For afternoon pick-up, the driver is responsible for buckling children into their car seats after they have pulled into an empty parking space and before they have exited the parking lot. DO NOT pull around another car that is still in line unless told to do so by staff. Children are required to enter and exit the car from the passenger side during drop-off and pick-up--this is for safety reasons. During afternoon pick-up, if your child is a walker,

you will only be permitted to pick-up your child once all cars have cleared the covered driveway-- this is for safety reasons.

PHP Notice of Exemption

This program is not a licensed childcare facility. This program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements. We fall under the definition for "Category 4: Short Term Care."