Child's Name (Last, First): _____,_____ Updated 3/27/26

Colonial
SCHOOL DISTRICT

Colonial Early Education Program (CEEP)
The Colwyck Center, 12 Landers Lane, New Castle, DE 19720; Colwyck Office (302) 429-4085

2026-2027 Parent /Guardian Preschool Contract

Thank you for enrolling your child in the Colonial Early Education Program (CEEP). Please read the Parent Handbook and this contract carefully. Initial and/or sign each section, as indicated. **ALL families MUST complete this contract.**

Children with and without IEPs: Children with identified disabilities attend the "regular" school day for free and are offered free transportation. Children without IEPs attend via tuition, Purchase of Care (POC), or State Funded Early Care and Education Program (SFECEP). Transportation is NOT provided for typical peers. Children who participate in SFECEP may or may not have an IEP.

Transportation (Check One):

- ❏ My child has an IEP, and he/she will ride the bus each day.
- ❏ My child has an IEP, and he/she will be a car rider each day.
- ❏ My child does not have an IEP, and he/she will be a car rider each day.

Tuition and Purchase of Care (POC) Procedures: ALL tuition and POC co-payments must be paid in full when due**.** Tuition installments are due at or before 3:00 PM on the first of each month, consisting of 10 (POC-11) payments; Deposit (Non-POC), (POC/August) Sept, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May. (POC/June). **A $20 LATE FEE (excluding POC students) may be assessed if payment is not received within 10 days of the due date. Your child may be excused from programming due to Non-payment.**

- **Full Day:** Tuition for three and four-year-old full day typical peers is 10 payments of $400, for $4000 per year.
- **Half Day:** Tuition for three-year-old half day typical peers is $200 per month, for a total of $2000 per year.

FOR POC Families: It is a parent/guardian's responsibility to pay the required Parent Co-Pay within one week of receiving the monthly POC Co-Pay Notification from school, and to update POC paperwork with DHSS. **Please note that Parent Co-Pay is due at the beginning of the month, BEFORE "services are rendered**." Failure to comply with the attendance requirements may result in the withdrawal of the student. In the event that POC is denied, revoked or not renewed, families are required to pay the tuition rate listed above.

Payments- FOR PAYING FAMILIES: Payments may be made online at http://www.colonialschooldistrict.org/ceep/ or with a check addressed to "Colonial School District." Checks must be submitted to the school office. **Please record your child's name in the memo section, if applicable.** If you have questions about payments, please contact Kimberly Tomlinson at kimberly.tomlinson@colonial.k12.de.us or (302) 429-4060.

For all families: We ask that you make every effort to be at school before the scheduled pick up time. Families with excessive late pick-ups will be charged a late pick up fee of $20. **Your child may be excused from programming due to excessive absences, (3+) late arrivals, pick-ups and/or non-payment (For POC late pick up: fee will be charged after authorized hours are used and 5 day termination notice may be given after 3+ late pick-ups).**

I agree to comply with the outlined Payment/POC Procedures:

Initial Here: _____ Date: _____

Screening: Preschool children are provided with FREE hearing, vision, and dental screening. You will be notified of your child's screening results shortly after each screening.

Initial Here to acknowledge that you have read this page: _____ Date: _____

Student Day for 2026-2027 I understand that my child is attending (Check One):

- ❏ Full day programming at Colwyck from 9:30 AM-3:30 PM
- ❏ Half day AM programming at Colwyck from 9:30 AM-12:00 PM
- ❏ Half day PM programming at Colwyck from 1:00 PM-3:30 PM

Change of Contact Information, Parental Rights, and Guardianship Procedures: Parents/Guardians are to notify the CEEP secretaries in writing regarding any changes in parental rights/guardianship, address, phone number, email, employment, or emergency contact.

I agree to the Contact Information, Parental Rights, and Guardianship Procedures outlined above:

Initial Here: _____ Date: _____

Mental Health Consultants: Colonial School District is committed to supporting the needs of all children, and our preschool program benefits from partnerships with Mental Health Consultants who perform general classroom observations. After observations, Mental Health Consultants give staff feedback about overall classroom practices. Mental Health Consultants only work with individual children and/or their parents/guardians when a Parent Consent has been signed by the parent/guardian.

I understand that a Mental Health Consultant may perform general observation in my child's classroom:

Initial Here: _____ Date: _____

Illness, Injury, and Medical Absence Procedures: It is important for children to be in school every day when they are well, and children must stay home when they are ill. Children must stay home for 24 hours if they have a fever (100.6 degrees Fahrenheit), diarrhea, vomiting, or contagious illness. Children must be fever free for 24 hours, without the use of ibuprofen or acetaminophen, to return to school. Medical documentation is needed to be excused from recess. A parent/guardian must contact the main office via phone, email, or written note no later than 9:00 AM, the same day as the absence, to inform the school of your child's absence. Children who stay home due to illness are to bring a signed note from a parent/guardian describing the reason for absence on the day of return. Please reference CEEP Parent Handbook for the "CEEP Appointment/Illness Note." Children who have been admitted to the hospital for any reason are to contact the nurses to obtain the necessary protocol for returning to school. Children who have sustained an injury and need modifications made to their school day need medical documentation describing the care that is needed at school. Children who have been ill for three or more days are required to bring a doctor's note when returning to school. Children who are under a doctor's care for an ongoing illness or medical condition are to share medical documentation with the nurses.
I agree to comply with the Illness, Injury, and Medical Absence Procedures outlined above:

Initial Here: _____ Date: _____

Parents Right to Know Notice:

By signing below, I am acknowledging I have received a copy of the Parents Right to Know Notice which states, "UNDER THE DELAWARE CODE, YOU ARE ENTITLED TO INSPECT THE ACTIVE RECORD AND COMPLAINT FILES OF ANY LICENSED CHILD CARE FACILITY. TO REVIEW A CHILD CARE FACILITY RECORD CONTACT: the administrative specialist, OFFICE OF CHILD CARE LICENSING, 3411 SILVERSIDE ROAD, CONCORD PLAZA | HAGLEY BUILDING, WILMINGTON, DELAWARE 19810, phone (302) 892-5800. You may also view substantiated complaints and compliance review histories by visiting the Office of Child Care Licensing's child care search at https://education.delaware.gov/families/occl/l"

Sign Here: _____ Date: _____

Screen Time Permission: Children over the age of two may have educational videos, movies, or games incorporated into their curriculum while at school. These may be viewed on a SMARTboard, computer, or tablet. **I understand that CEEP students will have access to 30 minutes or less of educational screen time per week.**

Initial Here: _____ Date: _____

I will access the online Parent Handbook or request a printed copy of the handbook, and I will read it in its entirety. I have initialed the required areas in this Contract, and I agree to comply with all procedures described in the Parent Handbook and in this Contract.

Print Name:_____ Sign Here: _____ Date: _____