

**BEST BEGINNING PRESCHOOL**

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CONTRACT FOR  
PRESCHOOL CLASS  
2023-2024

This contract is made between Best Beginning, LLC and \_\_\_\_\_ (parent name) (“Parent”) on behalf of \_\_\_\_\_ (child’s name).

1. Best Beginning LLC is only providing a limited number of openings, and in entering into this contract, parents are ensuring that Best Beginning, LLC will reserve a spot for their child, and will not accept another child to fill that place.
2. Payment is calculated on a monthly basis, and payment is expected for the full month whether or not the child is able to attend. Payments are condensed into 9 monthly fees. The month of May is paid prior to admission in the program and is non-refundable.
3. Parents understand that the Director emphasizes polite and appropriate interactions, and this is a major factor in the determination of which children will be part of a regular group. The Director may ask a parent to find other arrangements if their child cannot get along with the larger group.
4. This contract is intended to cover the school year of 2023-2024.

The terms of the Contract are as follows:

1. Best Beginning will be operating as a preschool from September to May. Best Beginning will roughly follow the Anne Arundel County Schools calendar year. We will send out a Best Beginning Calendar prior to the start of school. School hours are from 8:45-12:45 on Tuesdays and Thursdays.
2. Monthly tuition is due on the 1st school day of each month.
3. Tuition: \$330.00 per month. Payment for the last month of school (May, 2024) was due January of 2023 (or when you signed up). This is a nonrefundable fee. Your next tuition payment for the 2023 school year will be at the beginning of September 2023 and your last tuition payment will be in April of 2024. Some families prefer to pay for the entire year’s tuition in advance, this is fine also.
4. Parents should return this contract with a \$145.00, non-refundable, materials and registration fee (unless already paid)
5. There may be other charges for special events or field trips.
6. The Director can take up to 3 sick days per year. After the 3 days are used and the Director takes a sick day, the parents will be offered a reduction in the following month’s tuition.
7. If you are late picking up your child, there is a charge of \$10.

8. You may obtain a “Guide to Regulated Child Care” at [earlychildhood.marylandpublicschools.org](http://earlychildhood.marylandpublicschools.org).
9. There is no screen time/television time during our classes.
10. Each set of parents is to volunteer to drive or help with one field trip or special celebration during the school year. I will provide a school calendar, in advance, so that parents can sign up to help at a time that works best with their schedule.
11. Anytime there is a field trip, you are welcome to come on the trip and drive your child, most children have one parent/caregiver on Field Trips with them. If you cannot drive your child, Miss Stef can do so.

**MAKE CHECKS TO: BEST BEGINNING**

**Or Venmo @Stefanie-Schwenk-BB**

### OTHER POLICIES

The following items are of particular importance, and are part of the expectations we have for families and children.

1. We want to help children expand their abilities and horizons. If there are areas that you would like to have emphasized, or activities your child particularly enjoys, please let us know.
2. We believe that children separate easier from their parents if good-bye is not a long, drawn-out affair. Just a hug and kiss, and a quick “I love you and bye, bye!” If they are upset, we will calm them once you have gone. Please be sure to give an “official” goodbye to your child (do not “sneak” out!). If your child cannot be comforted after a reasonable period of time (typically 20 minutes), we will give you a call.
3. We have an open door policy for parents – you may drop in anytime your child is here, and we would love to have you on field trips. It is also fine to visit for a while at pick up time so that we can talk about how things are going and share new activities.
4. Best Beginning sometimes uses parent volunteers if our regular teaching assistant cannot make it to class. If Miss Stef is sick, school will close.
5. We have two small dogs who live at the house/school. They are not usually out during school hours.
6. Our discipline policy is set out in Addendum A:
7. Each regular family must have current versions of the following: a. Health Inventory; b. Immunization Certificate; c. Blood/Lead Testing; d. Medical Administration form (if needed); e. Contract; f. Media Consent form; g. Emergency Form.
8. Each child is required to bring his/her lunch and a snack. This should include a drink. Make sure you send a lunch with a cool pack and insulated lunch box if the lunch needs to be kept cool. Bento boxes seem to work really well. Please keep your lunches healthy.

UNDERSTOOD AND AGREED,

Parent

Date

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RETURN CONTRACT BY August 28th, 2023

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ADDENDUM A:  
DISCIPLINE POLICY

We are required to include our discipline policy in the contract as part of our licensing review. At Best Beginning our philosophy is to teach and reward appropriate behavior while giving direct feedback about negative behavior. This is incorporated in all facets of the program and we consider it less of a “discipline” policy and more of just a way to be a good person and student. Our policy is as follows:

- a. At the beginning of school, we will read and discuss The Peace Rose book. This is a book that helps use a rose to take turns talking if there is a disagreement. The book allows the children to practice acting out difficult situations and how to solve them so that if disagreements do happen, they have a “script” to follow.
- b. We use two programs to help children (and teachers!) focus on positive, appropriate behavior during school hours -- The Treasure Box and Ooo la la jar. There will be a separate email about these two programs.
- c. If a student bites, hits or hurts another student, we will stop the behavior and talk very firmly to the student. Example: “No! We never hit another person. It hurts that person. You may not hit.” The child that hurt someone will usually have a time out (either on the couch or on a chair outside). The amount of time will be the age of the child in minutes. Once the time out is over, we will meet with the child to talk about why they are there and what they could do next time to solve the problem. We will help them discuss the problem with the other child involved.
- d. When students have trouble sharing, we help them take turns and give them the words they need to ask for a turn or tell someone they may have the next turn. We teach them to use timers to help take turns.
- e. If a child is having a tantrum and cannot calm down, we may move them to the couch or a chair outside so that they are away from other students until they calm down.
- f. If negative behavior continues on a consistent basis, we will discuss the issue with the parents and the child may be asked to leave the program.