

2026-2027

St. Mark Day School

Parent Agreement

To assure that new and returning parents understand the procedures and policies of St. Mark Day School, we ask ALL parents to read the policies below, signing and dating the form and return to the school.

1. Parents are responsible for the monthly tuition payments (non-refundable). Due on the 1<sup>st</sup> of each month from September - May. Tuition payments are considered late if not paid by the 5<sup>th</sup> of the month. Payment in full plus a \$40.00 late fee will be added after the 5<sup>th</sup>. Invoices are sent out via email at the end of the prior month. Payments may be made by credit card, check or ACH. If paying by ACH please make sure that you have it set up so that it will be drafted 5 days before tuition is due so that the payment is received by the 5<sup>th</sup>.
2. If paying with credit card there is an additional fee for payment processing.
3. There is a \$50.00 service fee for returned checks.
4. There is NO reduction of fees for absences, holidays, emergency closures or vacations.
5. If someone picking up your child from school is someone other than the parent, the person picking up the child must be listed on the Registration Form and a copy of their license will be obtained before they can leave with your child. We ask that you please send an email informing us of any pickup change.
6. Drop off and pick up are done in car line. All cars should have a name tag that is provided by the school hanging from the rearview mirror. PLEASE DO NOT GET OUT OF THE CAR, a teacher will come to the car and get your child. In the afternoon your child will be taken out to the car. DO NOT GET OUT OF THE CAR. They will be placed in their car seat, and you are to drive forward to buckle them up before leaving the parking lot.
7. Children should not be brought to school if they have an undetermined rash or spots, fever, upset stomach or conjunctivitis. Students must be symptom free for 24 hours without medicine to be able to return to school.
8. It is the parents' responsibility to inform the school of any changes in address, phone, email address, changes in family situations.
9. If withdrawing a child from the program the Director must be notified ONE MONTH IN ADVANCE before the withdrawal date.

10. Class assignments are age appropriate. The child must be of the age of the entering class by September 1<sup>st</sup>. This is in line with the Charleston County Schools requirement.
11. Students enrolled at St. Mark Day School must be immunized against all childhood diseases and have an immunization record signed by a physician. WE DO NOT ACCEPT WAIVERS.
12. We like to document with photos celebrations, programs and class activities. We will use these photos on our Social Media page and website.  
Yes \_\_\_\_\_ I give permission for my child's photo/and or video to be posted to our Social Media page/Website.  
No \_\_\_\_\_ my child's photo/and or video may not be posted on Social Media pages/Website.
13. Due to the 20-21 outbreak of the COVID-19 virus, our school has taken extra precautions with the care of every child and staff member and have enhanced our sanitation/disinfecting procedures in compliance with CDC guidance. If your child has any of the symptoms of COVID-19 (fever, fatigue, dry cough, difficulty breathing, upset stomach) I as the parent/guardian understand that St. Mark Day School cannot be held liable for any exposure to the COVID-19 virus. By signing below, I agree to the above statement and release St. Mark Day School from any and all liability for unintentional exposure or harm due to COVID-19.

Special Events: If there is a special event held at St. Mark, such as a holiday party in class and it is a day that your child does not usually attend they are welcome to come for the event day in lieu of another day that same week.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_