



St. Michael's Episcopal Day Preschool  
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Concord, Ca. 94519  
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## Admissions Agreement

St. Michael's Episcopal Day Preschool (hereinafter referred to as the "school") is a child care center facility operated by St. Michael's and All Angels Episcopal Church (at the same address), a non-profit corporation. This school is licensed by the State Department of Social Services, Community Care Licensing Division, pursuant to sections of the state Administrative Code Title 22 Division 12.

1. THIS AGREEMENT is made by and between:

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Name of person financially responsible

Relationship

2. The school shall provide the following basic services for:

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Name of child being enrolled

Child's date of birth

***\*Please read and initial each line.***

### **A. BASIC SERVICE**

**Please check one:**

1. Preschool Program between 8:30am-12:30pm for \_\_\_\_\_ days per week as prearranged, excluding days the school is closed.

2. Full Time Child Care between 6:15am-6:00pm for \_\_\_\_\_ days per week as prearranged, excluding days the school is closed.

\_\_\_\_\_ Drop off time \_\_\_\_\_ Pick up time

3. School Day Program which from either 8:30-2:30 OR 9:00-3:00 for \_\_\_\_\_ days per week as prearranged, excluding days the school is closed.

\_\_\_\_\_ Drop off time \_\_\_\_\_ Pick up time

4. The child shall be provided with an opportunity to nap between 12:30pm and 3:00pm on a mat provided by the school.

5. The child shall be involved in a program of play and learning experience which are appropriate for the ages of the children enrolled in the school. A balance of active and quiet play is provided for with individual and group activities which are geared toward the emotional, social, physical, intellectual, spiritual and individual growth of the young child. The child shall be placed in a classroom based on age, developmentally readiness and availability in the classroom.

**\_\_\_\_\_ B. FOOD SERVICES:**

1. For children who are at school before 8:30am, a breakfast of cereal with milk will be provided.

2. The child shall be furnished a mid morning snack consisting of at least one serving of two or more major food pyramid groups. Such a snack shall be furnished mid afternoon for children who are at school after 3pm

3. Lunch will be provided for all children who are at school by 11:45am. Lunch will consist of at least one serving from each of the 4 major food pyramid groups and will include non-fat milk.

4. Any food allergies or food sensitivities will require a meeting with the director, prior to your child's start date. Food allergies will also require a signed physician's note with appropriate food substitutions noted.

**\_\_\_\_\_ C. HEALTH SERVICES:**

1. All children must be up to date on immunizations. A copy of the child's immunization record must be provided to the director prior to start date.

2. The school shall assume responsibility of the child after the child has passed the legal required morning health inspection and has been signed in by the parent, guardian, or designated representative of the child's parents or guardians. The school shall retain responsibility until the child is signed out by the parent, guardian, or designated representative of the child's parents or guardians.

3. The school shall give appropriate first aid to a hurt child. A parent or guardian shall be contacted if it is the judgment of the school staff that immediate medical attention is necessary. If it is further the judgment of the school staff that the injury is in an emergency nature, paramedics shall be called to the school and a parent or guardian shall be contacted.

4. An ill child shall be isolated and given appropriate care until called for by a parent, guardian, or designated representative of the child's parents or guardians to pick up the child immediately.

5. The school shall notify the child's parent's guardian, or designated representative of the child's parents or guardians of a suspected exposure to a communicable disease. In addition, a parent or guardian shall notify the school of the child's possible exposure to a communicable disease.

6. The Director or any other staff members shall report to the Children's Protective Services or the Police Department (or other specified agency as provided by individual state laws) as required by the state penal code, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

7. A parent or guardian shall provide the child with a small sheet and a blanket to use during nap periods if the child stays at school after 12:30 P.M.

#### **D. PAYMENT PROVISIONS**

1) In accordance with the statement of fees attached:

- a. A non-refundable registration fee shall be paid upon enrollment.
- b. The non-refundable yearly supply fee is due each September for students. The fee will be prorated for children starting after September.
- c. Tuition payment options are as follows:
  - i) Monthly- Tuition fees are due on the first day of each month. A five day grace period shall be allowed for payments, following which the account shall be considered late. A 10% late fee shall be applied at such time. The account shall be considered delinquent if unpaid after the 10<sup>th</sup> of the month.
  - ii) Semi-Monthly- Tuition fees are due on the first and fifteen day of each month. A three day grace period shall be allowed, following which the account shall be considered late. A 10% late fee shall be applied at such time. The account shall be considered delinquent in unpaid after the 8<sup>th</sup>/22<sup>nd</sup> of the month. If the account becomes delinquent, your child will not be allowed to attend until payment is paid in full.
- d. Late fees will be applied after 6:00 P.M. for full time students or after 12:30 P.M. for Preschool Session Students. The fee is \$1.00 per minute.
- e. A maximum of one week tuition credit will be applied per year for vacation for year round students.
- f. No credit shall be given for days missed due to illness or the school is officially closed.

**\_\_\_\_\_ E. PARENTAL OBLIGATIONS**

1. All enrollment forms **MUST** be completed and submitted to the director prior to your child’s start date. Including a copy of your child’s immunization records.
2. A parent and/or guardian of the child’s is legally required to sign the child in and out on the appropriate register daily. The signature must be legible.
3. A parent or guardian shall see that the child is dressed appropriate in “play clothes” when brought to school.
4. A parent or guardian shall notify the school when a child is absent.
5. **A parent or guardian must give 30 day notice before decreasing their child’s enrollment or forfeit the difference in tuition rate.**
6. **A parent or guardian shall give 30 day notice or forfeit two weeks tuition and fees, when wishing to withdraw their child from our program.**
7. A parent or guardian shall refrain from reprimanding children or other families on the school premises.
8. A parent or guardian shall come to school for conferences when asked to do so by a member of the school’s staff.

**\_\_\_\_\_ F. TERMINATION OF AGREEMENT/GROUNDS FOR DISMISSAL**

This agreement shall be terminated if any of the following occur:

1. The delinquency of tuition or any other school fees shall be grounds for dismissal.
2. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations or manuals provided by the school.
3. The child’s teacher and the director feel as though the program no longer can meet the needs of the child.
4. If, after following the procedures listed on the Behavior Policy, the child’s behavior escalates or continues to be inappropriate, disruptive and/or dangerous to him/her self or others.
5. Excessive late pick-up

**\_\_\_\_\_ G. MODIFICATION CLAUSE**

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modifications may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral moderations are not binding under this agreement and shall not be enforceable under any conditions. Thirty days written notice will be given prior to rate increases.

**H. DEPT OF SOCIAL SERVICES/COMMUNITY CARE LICENSING DIVISION**

The parties to this agreement are aware of the State of California Department of Social Services, Community Care Licensing's right to interview the child and the school staff, and to inspect and audit all records maintained by the school, without securing the prior consent of anyone. The parties are also aware of the Licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a licensed medical professional physically examine the child.

**SIGNATURE TO AGREEMENT**

***\*Please read, initial each line and sign.***

For services listed in this agreement, and in accordance with the terms of the agreement, I agree to pay St. Michael's Episcopal Day Preschool the fees based on:

       1. Tuition rate: \_\_\_\_\_

a) I further agree to follow the payment schedule.

       Monthly

       Semi-monthly

       2. I further agree to pay the registration fee of: \$100

       3. I further agree to pay the annual supply fees every September of \$120; or the prorated amount of \$       

I agree to cooperate with the general policies of the school, to perform the obligations of parents, or guardians set forth in the agreement, and to abide by the rules, regulations, and manuals, promulgated and provided by the school. My signature below indicates that I have read the terms of this agreement and that I have read the rules, regulations and manuals promulgated and provided by the school. It further indicates that I have had this material explained to me, and that all of my questions have been satisfactorily answered.

Signature of parent or guardian: \_\_\_\_\_

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

Director's signature: \_\_\_\_\_

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