



St. Michael's Episcopal Day Preschool

2925 Bonifacio St.

Concord, Ca. 94519

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Admissions Agreement

St. Michael's Episcopal Day Preschool, 2925 Bonifacio St., Concord, Ca. 94519
Phone (925) 685-8862 (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.

A. BASIC SERVICE

The school shall provide the following basic services for:

Name of child being enrolled

Child's date of birth

Whose parent or guardian is:

Name of person enrolling child

Relationship

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

A. BASIC SERVICE

1. The child shall be furnished with the following food services:

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

B). the child shall be furnished a mid morning snack consisting of the requirements from the State of California Community Care Licensing and *California Department of Education and Child Nutrition* 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 3:00pm

C). Lunch will be provided for all children who are at school by 12noon. Lunch will consist of at least one serving from each of the 4 or more major food pyramid groups. Lunch will consist of the requirements from the State of California Community Care Licensing and *California Department of Education and Child Nutrition*

2. The child will be given assistance with personal care as needed.

3. The child shall be provided with an opportunity to nap between 12:30p and 3:00pm on a cot or mat provided by the school. A parent or guardian shall provide the child with two small sheets, a pillow, and a blanket, or other coverings to use during nap periods if the child stays at school after 12:30 P.M.

4. The child shall be placed in a classroom based on age, developmentally readiness and availability in the classroom.

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, physicals, cognitive, spiritual and individual growth of the young child.

6.. 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.

7. 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.

8. 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.

9. 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.

10. The school shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.

11. The Director or any other staff members shall report to the Children's Protective Services and 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.

B. 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 fee is due each January for students who plan to continue in our program.
- c. The summer non-refundable registration fee shall be paid by those who enroll for only the summer session.
- d. 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 10th 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 8th/22nd of the month.
- e. 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.
- f. Tuition credit shall commence with the second week of absence due to extended illness. A physicians note is required

- g. A maximum of one week tuition credit will be applied per year for vacation. After being enrolled in our program for 1 year. A vacation credit is granted every 12 months.
- h. Refunds of unused tuition and fees shall be given upon two weeks notice of withdrawal from the program.
- i. Refunds of unused tuition shall be given if this agreement is terminated as provided for in Section D of this agreement.
- j. No credit shall be given for days the school is official closed according to the school year calendar given at the beginning of the new school year or at time of enrollment.
- k. NO credit is given for days a child is absent, unless over the two week period. A parent or guardian
- l. No switch, trading or adding an extra day will be granted for days the school is closed

C. OBLIGATIONS OF PARENTS OR GUARDIANS

- 1. A parent or guardian shall furnish requested information and complete all registration forms upon enrollment.
- 2. A parent or guardian shall provide required to purchase an Emergency Preparedness Kit, and provide the required supplies upon enrollment.
- 3. Parent, guardian, or designated representative of the child's parents or guardians shall bring the child to the school building and upon arrival, wait for the health inspection, and then sign in on the appropriate register.
- 4. A parent, guardian, or designated representative of the child's parents or guardians shall sign the child out on the appropriate register before taking the child from the premises.
- 5. A parent or guardian shall notify the school in writing or via email when someone other than those named on the emergency information card will be calling for the child. A phone call is not permitted
- 6. A parent or guardian shall provide the child with two small sheets, a pillow, and a blanket, or other coverings to use during nap periods if the child stays at school after 12:30 P.M.

7. A parent or guardian shall see that the child is dressed appropriate in “play clothes” when brought to school.
8. A parent or guardian shall notify the school when a child is absent.
- 9. A parent or guardian must give 30 day notice before decreasing their child’s enrollment or forfeit the difference in tuition rate.**
- 10. 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 for 1 month or more. The hold fee is 10% of tuition rate.**
11. A parent or guardian shall abide by the sharing day rules. Toys from home are welcome on Fridays of each week. War toys, weapons of any kind or action figures are not allowed.
12. A parent or guardian shall notify the school when the child will not be called for at the time so specified when signing in.
13. A parent or guardian shall refrain from reprimanding children or other families on the school premises.
14. A parent or guardian shall come to school for conferences when asked to do so by a member of the school’s staff.

D. TERMINATION OF THE AGREEMENT

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

1. Death of the child.
2. Serious illness of the child, preventing school attendance. A doctor’s note is required.
3. The parents or guardians of the child allow their account to become delinquent.
4. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations or manuals promulgated or provided by the school.
5. The school in its sole and unfettered discretion determined that it is unable to meet the needs of the child.
6. The school in its sole and unfettered discretion determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
7. Failure of the child’s parents or guardians to cooperate with the school which the school determines in its sole and unfettered discretion is serious enough to warrant termination.

PROCEDURE

In exercising its discretion under numbers 4, 5, 6 and 7 above the school may require the child and/or the child's parents or guardians to attend conference(s) with school personnel regarding matters that potentially warrant termination of the agreement. The child's parents or guardians may request a conference with school personnel regarding the matters that potentially warrant termination, but the school shall have no obligation to grant such a request.

The school's director or staff shall have the sole right and responsibility to determine any factual matters regarding termination of the agreement.

E. 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 modifications 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.

F. OTHER

This provides that:

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

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 (total payment due on the 1st of each month)

_____ Semi-monthly (the first payment of half of the total tuition due is due on the 1st of each month, second payment, the remaining balance is due on the 15th of each month)

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

3. I further agree to pay the annual supply fees every January 15th 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: _____

Social Security Number: _____

Drivers Licenses Number: _____

Date: _____

Signature of parent or guardian: _____

Social Security Number: _____

Drivers Licenses Number: _____

Date: _____

Director's signature: _____ Date: _____