



PRESCHOOL ADMISSION AGREEMENT

Please READ carefully, then SIGN and return.

A. Basic Services

Rolling Hills Covenant Church Preschool offers a preschool program for children ages 2-6. Each child will receive quality care, instruction, and opportunities to play and explore a safe, loving, and nurturing environment. Rolling Hills Covenant Church Preschool will provide the following basic services for all children actively enrolled in the program.

- 1. Programs: 2 Day - Tuesday and Thursday
- 3 Day - Monday, Wednesday and Friday
- 5 Day - Monday through Friday
- Program Hours: 9:00AM - 12:00 PM, 9:00AM - 2:00 PM, 9:00 AM- 5:00 PM
- Office Hours: 8:00 AM – 2:30PM

You, _____ (parent(s) or guardian(s)), agree to enroll, _____ (name of child) into Rolling Hills Covenant Church Preschool, and RHCC agrees to accept your child's enrollment, under the following terms and conditions. Beginning on _____, 20____, RHCC will provide care for your child according to the following schedule:

_____	2 Day 9:00-12:00	\$300
_____	2 Day 9:00-2:00	\$390
_____	2 Day 9:00-5:00	\$455
_____	3 Day 9:00-12:00	\$375
_____	3 Day 9:00-2:00	\$485
_____	3 Day 9:00-5:00	\$650
_____	5 Day 9:00-12:00	\$675
_____	5 Day 9:00-2:00	\$875
_____	5 Day 9:00-5:00	\$1120
_____	Other according to the following schedule:	

- 2. The child shall be given a mid-morning snack consisting of at least two items from two of the four basic food groups.
- 3. The child shall be assisted with personal care as needed.
- 4. The child shall be involved in a program of play and learning experiences 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, aesthetic, and individual growth of young children.
- 5. The preschool shall have permission to photograph students during preschool activities to be used for promotional materials or for distribution to preschool families.
- 6. The preschool shall assume responsibility for the child after the child has passed the legally required health inspection and has been signed in by the parent, guardian, or designated representative of the child's parents or guardians. The preschool shall retain responsibility until the child is signed out by a parent, guardian, or designated representative of the child's parents or guardians.
- 7. The child shall be administered physician-prescribed medication only upon the written request of the child's parents or guardians. The preschool shall not administer a non-prescription medication unless it is accompanied by a physician's request to do so. The preschool shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication or for adverse reactions, which are caused by the administration of such prescription medication.
- 8. The preschool shall give appropriate first aid to a hurt child. A parent or guardian shall be contacted if the preschool staff judges that immediate medical attention is necessary. If it is further the judgment of the preschool staff that the injury is of an emergency nature, paramedics shall be called to the preschool, and a parent or guardian shall be contacted.
- 9. An ill child shall be isolated and given appropriate care until called for by a parent, guardian, or designated representative.
- 10. The preschool shall notify the child's parents or guardians of suspected exposure to a communicable disease.
- 11. The preschool shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
- 12. The Director or any other staff members shall report to children's Protective Services or the Police Department, as required by the State Penal Code 11166, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.
- 13. The State of California Department of Licensing Agency has inspection authority to enter and inspect a facility without advance notice. The Department has the authority to interview children or staff and inspect and audit child or Child Care Center records, without prior consent (Section 101200).

B. Payment Provisions

- 1. A non-refundable Registration Fee shall be paid upon enrollment.
- 2. A non-refundable Emergency/ Special Events Fee shall be paid with the registration payment.
- 3. Tuition rates are based on an annual fee divided into ten equal monthly payments due on the 1st of each month. A 7-day grace period shall be allowed for payment, after which the account shall be considered delinquent and subject to a \$20.00 late fee.
- 4. Early Birds may come to school at 8:00 a.m. unless registered for an earlier time. A \$10.00 charge is made for this optional service. If you add the Early Bird option to your child's schedule, a monthly \$40.00 fee will be added to your tuition rate. The Stay and Play program will run twice a month from 2:00 p.m. – 4 p.m., and a \$20.00 charge is made for this optional service.

5. Any account that becomes thirty days (30) delinquent from the first of each month will result in the suspension of services until the account is paid in full. All accounts and obligations to the school must be satisfied before a student can be re-enrolled for the next school year.
6. Refunds of unused tuition shall be given upon thirty days (30) written notice of withdrawal from the program.
7. Any student withdrawing between **August 1, 2020**, and the beginning of school will forfeit all fees and tuition payments.
8. Refunds of unused tuition shall be given if this Agreement is terminated as provided in Section D #2, 3, 6, 7, or 8 of this Agreement.
9. No credit will be given for days the preschool is officially closed, or days the student is absent.
10. Extended Leave Payment Policy: You must pay full tuition or forfeit your enrollment.
11. If a check is returned to RHCC Preschool by the bank for any reason, your account will be charged a \$25 returned check fee. If more than three checks are returned during any given school year, you will be required to make payments by cash, money order, or cashier's check only.

C. Obligation of Parents or Guardians

1. A parent or guardian shall provide requested medical information at the time of enrollment.
2. A parent, guardian, or designated representative of the child's parents or guardian shall bring the child to the school building upon arrival, wait for a health inspection, and then sign-in on the appropriate register.
3. State Licensing requires the adult person dropping off and/or picking a student up from school sign the child in and/or out with a FULL SIGNATURE (initials are not adequate) every day your child attends school. Failure to comply with the requirement may result in a \$75.00 fee per incident. Chronic non-compliance may result in termination of services.
4. Only those noted on the Identification and Emergency Form (LIC 700) will be allowed to pick up a child from the facility. If you wish to add someone to the list, please notify the preschool. Anyone picking up a child for the first time will be required to show a picture ID.
5. The parents or guardians shall see that the child is dressed appropriately when brought to preschool.
6. The parents or guardians shall notify the preschool of the child's possible exposure to a communicable disease.
7. The parents or guardians shall notify the preschool when the child is absent for more than two consecutive days.
8. The parents or guardians shall give a 30-day written notice or forfeit 50% tuition to withdraw from the program.

(See B4 in the Parent Handbook)
9. The parents or guardians shall abide by the parking rules of the school.
10. The parents or guardians shall refrain from reprimanding children of other families while on the school premises.
11. The parents or guardians shall come to the preschool 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 one or more of the following occur:

1. The school year has come to an end.
2. Death of the child.
3. Serious illness of the child, preventing school attendance.
4. The parents or guardians of the child allow their account to become delinquent.
5. Failure of the parents or guardians to honor the obligations listed in this Agreement or any rules, regulations, or manual promulgated or provided by the preschool.
6. The preschool, in its sole unfettered discretion, determines that it is not in the interest of the preschool or other children enrolled at the preschool to have the child in attendance.
7. The preschool, in its sole and unfettered discretion, determines that it is unable to meet the needs of the child.
8. Failure of the child's parents or guardians to cooperate with the preschool and its staff in which the preschool determines in its sole and unfettered discretion is serious enough to warrant termination.

E. Termination Procedure

In exercising its discretion under numbers 5, 6, 7, and 8 above, the preschool may require the child and or the child's parents or guardians to attend a conference(s) with preschool personnel regarding the 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. Still, the preschool shall not have an obligation to grant any such request. The preschool's Director or staff shall have the sole right and responsibility to determine any disputed factual matters regarding the termination of this Agreement.

F. Withdrawal Procedure

Please make your child and the staff aware of your child's last day well in advance, so that the transition can be a positive experience for your child and his or her friends and teachers. To receive a tuition refund, you must provide at least one month's notice of intent to leave the program. If you choose to drop less than thirty (30) days, you will forfeit 50% of your tuition payment. **Please Initial**

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 to be binding and effective. Oral modifications are not binding under this Agreement and shall not be enforceable under any conditions.

I am the legal parent/guardian of _____
PRINT Child's Name

I agree to the terms of this agreement.

PRINT Parents Name

Parent/Guardian Signature

Date