

Please **READ Carefully, Sign and Return to preschool.**

**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, explore in 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 Hours:
  - a. 2 Day - Tuesday and Thursday
  - b. 3 Day - Monday, Wednesday and Friday
  - c. 5 Day - Monday through Friday
  - d. Program Hours: 9:00AM - 12:00 PM or 9:00AM - 2:00 PM
  - e. 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 \$325 | 3 Day 9:00-12:00 \$405 | 5 Day 9:00-12:00 \$715 |
| 2 Day 9:00-2:00 \$420  | 3 Day 9:00-2:00 \$525  | 5 Day 9:00-2:00 \$915  |

Other according to the following schedule: \_\_\_\_\_

2. The child shall be furnished a mid-morning snack consisting of at least two items from two of the four basic food groups.
3. The child shall be given assistance with personal care as needed.
4. The child shall be involved in a program of play and learning experiences 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, 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 it is the judgment of the preschool staff 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 a suspected exposure to 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 to 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. An Emergency/ Special Events Fee shall be paid with the first tuition payment.
3. Tuition rates are based on an annual fee that is divided into **10** equal monthly payments, due on the 1<sup>st</sup> of each month. The first payment is due by August 1st or your child's first day of school after September 1 of the school year. A 15-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. Tuition shall be paid through the ProCare tuition management program at no additional charge. Payments made by cash, money order or personal check will require an additional \$5.00 handling fee per payment. Exceptions include automatic bank payment.
5. Any account, which 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 reenrolled for the next school year.
6. Refunds of unused tuition shall be given upon 30 day written notice of withdrawal from the program.
7. Any student withdrawing between **August 1, 2022** and before your child's first of school will forfeit all fees and tuition payment.
8. Refunds of unused tuition shall be given if this Agreement is terminated as provided for 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 or act of God/pandemic for closures.
10. Extended Leave Payment Policy. You must pay full tuition for the month of your child's return or forfeit your enrollment.
11. If a check or Tuition Express debit is returned to RHCC Preschool by the bank for any reason, your account will be charged a \$30 returned check fee. If more than two checks or debits are returned during any given school year, you will be required to make payments by cash, money order or cashier's check only. No exceptions. **Initials** \_\_\_\_\_

