

Holy Family Preschool & Childcare Center

7817 Old Auburn Road ~ Citrus Heights, CA 95610

Phone (916) 722-4620

PRESCHOOL REGISTRATION AGREEMENT

Child's Name: _____ Starting Date: _____
Last First

REGISTRATION FEE

The non-refundable registration fee is \$100.00. Students will be assessed a \$75.00 renewal fee each year on the starting date noted above. If there is a break in enrollment (i.e. summer), the registration fee will be assessed when your child re-enters the program.

TUITION PAYMENT

All tuition fees are electronically transferred from a pre-designated account on the first day of each month. If funds are not available, or personal check does not clear, a \$25.00 return fee will be assessed. Your returned tuition payment must be satisfied on or before the 5th of the month to avoid an additional \$25.00 late fee. There will be no refunds for tuition, registration fee or any other fees incurred. Tuition fees are based on a full year operating budget. The tuition payment is to reserve your child's place at the center and must be paid whether or not your child is in attendance. **We do not allow make up days or give credit for time missed, this includes holidays/teacher in-service days. Non-payment may result in your child being withdrawn from school.**

If more than two checks are returned within a calendar year, payments in the form of cash or money orders will be required.

If an account is delinquent for two weeks, the school will contact the parents. If an account is not brought current or arrangements made to do so within 48 hours, the child will be withdrawn from the program and their enrollment spot will be given to the next child on the waiting list.

If the account is not paid current by the 5th of the month or payment arrangements made in writing, Holy Family Preschool will choose an appropriate method for final collection, which will be pursued. Holy Family Preschool will be entitled to receive, in addition to tuition and fees, any costs incurred in the collection process.

1. NOTIFICATION OF WITHDRAWAL

Parents must provide at least **one week written notice to withdraw from the program**. If this does not occur, all fees will be charged as usual.

2. TUITION INCREASE

Tuition increases are usually assessed once a year. Thirty day written notice will be given prior to increasing tuition. Tuition fees are based on a full year operating budget. The tuition payment is to reserve your child's place at the center and must be paid whether or not your child is in attendance. **We do not make up days or give credit for time missed; this includes holidays/teacher in-service days and building maintenance days.**

3. DEFINITION OF FULL AND HALF DAYS

Full days are defined as weekdays from 7:00am – 6:00pm. Half days are defined as weekdays from 8:00am-12:30pm.

4. DROP IN/ LATE PICKUP FEES

Holy Family Preschool offers several scheduling options to fit the needs of our families. Once you have decided on a program it is important to know that you have a ten minute window of time before the scheduled start time and ten minutes after the scheduled time for dropping off and picking up your child. We hope that families will utilize the ten minutes to arrive safely and to maneuver safely through the parking lot at busy times of the day.

There will be a drop in charge of \$9.00 per hour charged to your monthly statement should you pick up or drop off more than ten minutes beyond your scheduled time. Drop in charges are billed by the quarter hour. The only exception to this is the opening and closing of our Center. The doors will open promptly at 7:00 am and will close at 6:00 pm, the ten minutes does not apply. Parents who do not pick up their children by the 6:00 pm will be assessed a late fee of \$5.00 per minute. Parents who pick up their children late more than five times may be asked to withdraw from the program.

5. NOTIFICATION OF CHANGES

The Director must approve all changes in your child’s schedule. Parents must provide at least two weeks written notice for all changes to their children’s schedule. Changes will not be permitted for the purpose of avoiding established holidays/teacher in-service days. Holidays are outlined in the Parent Handbook. In addition to these holidays, it may be necessary to be closed for teacher in-service days, which are subject to change. The preschool will provide advance notification of these days as they occur.

6. TUITION/VACATION CREDIT

Holy Family Preschool will provide a tuition credit in the form of pro-rated tuition during the month of August. The Center is closed for one week in August for cleaning/classroom set-up. Legal holidays are observed as well as Teacher In-Service days which we **do not** provide a tuition credit. Please refer to the yearly school calendar for specific dates.

7. ABSENCE/SICK DAYS

No tuition credit, or make up day allowances will be made for absences due to illness or vacation days.

8. SIGN IN PROCEDURES

The state law requires that parents must sign in each time they drop off or pick up their children. **TIMES AND FULL SIGNATURES ARE REQUIRED ON THE SIGN IN LOG. NOTE: INITIALS WILL NOT BE ACCEPTED.**

9. SECURITY

Children will be released to those persons whose names are listed on the Identification and Emergency Information form. The school must be given advance written notice of the names of any person, who will pick up your children. Photo identification or drivers license is required of anyone picking up children at any time.

10. IMMUNIZATION HISTORY AND PHYSICIAN’S REPORT

Parents must provide proof of up to date immunization before their children begin school. The Physician’s Report (Lic 701) must be completed by your child’s health care provider and returned to the school within 30 days of the child’s start date.

11. EMERGENCY CONTACT INFORMATION

At least one of the persons named on the “Identification and Emergency Information form” (Lic 700) must be able to be immediately contacted and able to pick up your child/children within one hour of notification of an emergency. In the event of an accident of medical emergency, attempts will be made to contact parents first, then the emergency contact persons. If these efforts are unsuccessful, an attempt will be made to reach the child’s physician and the physician’s advice will be taken. If this or immediate medical attention is required it will be provided at the parents’ expense. Permission to discuss the child’s condition and/or medical history under these circumstances, or for required medical attention, is hereby granted as part of this agreement.

APPROVALS

The signature(s) below hereby authorizes Holy Family Preschool and Childcare Center to provide immediate medical attention for the child, if necessary.

The undersigned have read and understand the attached Admission Agreement and terms and conditions outlined in this Registration Agreement. The undersigned has also acknowledged receipt of the Parent Handbook for their review and reference.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Director: _____ Date: _____