



Preschool Admission Agreement 2016-2017

Child(ren)'s Name and Date of Birth:

First: _____ Last: _____ DOB: _____

First: _____ Last: _____ DOB: _____

Basic Services Offered: Capo Beach Church Preschool offers a half and full day program for children ages 2 to 5 years of age Monday through Friday. Each child will receive quality care, instruction and opportunities to play explore and nap in a safe and nurturing environment. A healthy mid-morning and afternoon snack will be provided for the children enrolled.

(Initials)

(Initials)

Registration and Tuition: I/We understand that Capo Beach Church Preschool is a non-profit organization and the budget is projected solely on the basis of tuition and fees. I/We agree to pay the Registration Fee and Tuition as indicated on the following page. **If payment is not received by the 5th of each month an 8% late fee will be applied to your tuition payment.**

(Initials)

(Initials)

Registration Fee: \$200.00 (non-refundable) due upon enrollment.

Tuition- Tuition rates are based on an annual fee, calculated by the number of school days from August-May and divided into 10 equal payments, due on the 1st of each month, beginning August 1, 2016. Please circle the schedule your child will be attending for the 2016-2017 school year on the following page.

(Initials)

(Initials)

Absences/School Closures: I/We understand that monthly tuition is due in full from August-May, regardless of absences or school closures (please refer to school calendar).

(Initials)

(Initials)

Summer School: I/We understand that Capo Beach Church Preschool offers a 6 week Summer Adventure Program that is open to children 2.6 to 5 years old. **Summer Adventure is not available to incoming Angelfish.** Registration for Summer Adventure will be handled separately and tuition rates for this time period will be available in February of 2017.

(Initials)

(Initials)

Optional Activities Fees: I/We understand that there may be additional school related activities (class parties, in house field trips, pictures, school wide events, etc.) throughout the school year and may require additional fees. These activities will be announced by your child(ren)'s teacher(s) and /or in the monthly newsletter. Payments for said activities are due as indicated.

(Initials)

(Initials)

Late Pick up Fees: I/We understand that a fee of \$15.00 per any portion of the hour (s) will be applied for children picked up after their scheduled time. Half day students pick up time is 12:30pm and full day students pick up time is 3:00. After care students must be picked up by 6:00 pm (i.e if child's schedule is 9:00-3:00 and parent arrives at 3:15-4:00 a \$15.00 fee will be charged. If parent arrives at 4:01-5:00 a \$30.00 fee will be charged. If a parent arrives 5:01-6:00 a \$45.00 fee will be charged.)

(Initials)

(Initials)

Daily Sign-In and Sign-Out Compliance: I/We understand that State Licensing requires the adult person dropping off and/or picking your child up from school sign the child in /or out with a FULL SIGNATURE (initials are not adequate) every day that your child is in 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.

(Initials)

(Initials)



Preschool Admission Agreement
2016-2017

Child's Name: _____

Delinquent Accounts: I/We understand that payments received after the 5th of each month will be assessed an 8% late fee. Any account delinquent 15 days will result in the suspension of services until the account is paid in full. Additionally, your account may be required to go on an automatic debit program. All accounts and obligations to the school must be satisfied before a student can be enrolled for the next school session.

(Initials) (Initials)

Returned Check Fees: I/We understand that if a check is returned to Capo Beach Church Preschool from the bank, for any reason, a \$25.00 service fee will be applied to your account for the first returned check; \$35.00 for each check thereafter. More than three (3) returned checks would require your account to be placed on a money order or cashier's check status.

(Initials) (Initials)

Drop-In: I/We understand that Capo Beach Church Preschool does not allow drop-ins. If for some reason an extra day is needed outside of the child's regular schedule, the preschool Director must be contacted at least 24 hours in advance and will only be allowed if space is available. There will be a \$50.00 drop-in rate per day for half or full day, per child. Morning care drop in rate is \$15.00 and aftercare drop in rate is \$25.00 in addition. If 24 hour notice has not been received by the preschool Director, child will not be permitted to drop in.

(Initials) (Initials)

Withdrawal: I/We understand that enrollment to Capo Beach Church Preschool is an annual commitment (August-May). In the case where withdrawal before the end of the school year is necessary, a 30-day written notice must be given via an Account Change Form. The 30-day written notification requirement is determined from the day that the Account Change Form is received by the Preschool Director and you will be responsible for tuition covering the 30-day period. Any past due amount on your account must be paid in full before the 30-day notification period can begin. No refunds will be given.

(Initials) (Initials)

Modification Conditions: I/We understand that Capo Beach Church Preschool reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian.

(Initials) (Initials)

Capo Beach Church Preschool has the right to modify the withdrawal policies if Capo Beach Church Preschool determines that the program does not meet the needs of a child and/or a child is asked to leave the school for any reason including a violation of the Parent Handbook.

(Initials) (Initials)

Rights of the Licensing Agency: I/We understand that 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).

(Initials) (Initials)

*Please sign the agreement on the following page.



**Preschool Admission Agreement
2016-2017**

Child's Name: _____

Name and phone number of person(s) responsible for tuition payments: _____

Please circle days you are enrolling in: Tue/Thurs. Mon/Wed/Fri Mon-Fri

Please circle which program you are enrolling in: Angelfish; Starfish; Dolphins **Half Day** 9:00am -12:30pm **Full Day** 9:00 am-3:00pm

Please circle if you need morning and/or after care: **Morning Care** 7:30 am- 9:00 am **After Care** 3:00 pm- 6:00 pm

Tuition Fees are as follows:	Half Day	Full Day Angelfish Program	Morning Care	After Care
	Annual/Monthly	Annual/Monthly		
2 Day Tue/Thur	\$2,940/\$294	\$3360/\$336	\$48.00 monthly	\$64.00 monthly
3 Day Mon/Wed/Fri	\$4410/\$441	\$5040/\$504	\$72.00 monthly	\$96.00 monthly
5 Day Monday-Friday	\$5125/\$512.50	\$6150/\$615	\$120.00 monthly	\$160.00 monthly
			_____	_____
			(Initials)	(Initials)

Starfish and Dolphin Programs				
	Annual/Monthly	Annual/Monthly		
2 Day Tue/Thur	\$2448/\$244.80	\$3000/\$300	\$48.00 monthly	\$64.00 monthly
3 Day Mon/Wed/Fri	\$3213/\$321.30	\$3855/\$385.50	\$72.00 monthly	\$96.00 monthly
5 Day Monday-Friday	\$4712/\$471.20	\$5355/\$535.50	\$120.00 monthly	\$160.00 monthly
			_____	_____
			(Initials)	(Initials)

Tuition Payment Options:

- o Pay Annual Tuition in Full- due by September 1st, 2015 and receive a 3% discount.
- o Payment by Cash, Check or Credit Card- Due by the 1st of each month, beginning August 1st, 2016. Please make checks payable to CBC Preschool. Put check/cash in the drop box outside of the Preschool office or hand it to the Preschool Director. Credit card payments can be made in the preschool office (card must be physically swiped) or online using Fellowship One. We will not take credit card payments by phone. Please sign and return indicating that you have read, understand and agree to all terms and conditions, policies and financial obligations set forth in the Admission Agreement of Capo Beach Church Preschool.

Parent/Guardian:

Signature: _____ Date _____

Office Use	
Tuition	\$ _____
Morning Care	\$ _____
After Care	\$ _____
Subtotal	\$ _____
Discount	\$ _____
Total Tuition	\$ _____