



Preschool Admission Agreement 2017-2018

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 below:

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. Payments are set up for automatic collection through your bank account and processed through Tuition Express on or before the tenth of each month.

(Initials)

(Initials)

If payment is returned from the bank a \$25.00 late fee will be applied to your tuition payment in addition to any bank fees.

(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)

Holidays: I/We understand that the school is closed the week of Thanksgiving, two weeks for Christmas and one week for spring recess as well as other legal holidays (see school calendar). Tuition is due regardless of school closures.

(Initials)

(Initials)

Summer School: I/We understand that Capo Beach Church Preschool offers an 8 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 before March.

(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)

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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 12:30 pm and full day students pick up time is 3:00 pm. Aftercare students must be picked up by 6:00 pm (i.e. if a child's schedule is 9:00-3:00 and parent arrives at 3:15-4:00 a \$15.00 fee will be charged. If parents arrive at 4:01-5:00 a \$30.00 fee will be charged. If a parent arrives at 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)

Delinquent Accounts: Any account delinquent 15 days 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 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 between 9:00am and 3:00 pm. 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. If a 24 hour notice is not received and approval given by director the 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 (September-June). 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.

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)

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)

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)

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Child's Name: _____

Please circle days you are enrolling in:

Tue/Thurs.

Mon/Wed/Fri

Mon-Fri

Please circle which program you are enrolling in:

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

Angelfish-2-3 years old/ non potty trained	2 Days Tues/Thurs	3 Days M/W/F	5 Days Mon-Fri
Half Day 9:00-12:30	\$3,010.00 annual/\$301.00 monthly	\$4,520.00 annual/\$452.00 monthly	\$5,250.00 annual/\$525.00 monthly
Full Day 9:00-3:00	\$3,440.00 annual/ \$344.00 monthly	\$5160.00 annual/\$516.00 monthly	\$6,300.00 annual/630.00 monthly

Starfish and Dolphins	2 Day Tue/ Thurs	3 Day M/W/F	5 Day Mon-Fri
Half Day 9:00-12:30	\$2,510.00 annual/\$251.00 monthly	\$3,290.00 annual/\$329.00 monthly	\$4,830.00/ \$483.00 monthly
Full Day 9:00-3:00	\$3,070.00 annual/\$307.00 monthly	\$3,940.00 annual/ \$394.00 monthly	\$5,490.00annual/\$549.00 monthly

Daycare	2 Day	3 Day	5 Day
Morning Care 7:30-9:00am	\$63.00 monthly	\$87.00 monthly	\$135.00 monthly
Aftercare 3:00-6:00 pm	\$79.00 monthly	\$111.00 monthly	\$175.00 Monthly

Tuition Payment Options:

- o Pay Annual Tuition in Full- due by September 1st, 2014 and receive a 3% discount.
- o Automatic payments through Tuition Express – Authorization

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: Name: _____ Date _____

Parent/Guardian:

Signature: _____ Date _____

Preschool Director: Signature:

_____ Date _____



Office use only:

Tuition \$ _____

Morning Care \$ _____

Aftercare \$ _____

Total monthly tuition \$ _____

Discount (sibling or military) \$ _____

Total monthly tuition \$ _____