



Preschool Admission Agreement 2023-2024

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

First: _____ **Last:** _____ **D.O.B:** _____

First: _____ **Last:** _____ **D.O.B:** _____

Basic Services Offered: Capo Beach Church Preschool offers a half and full day program for children ages 2 to 6 years of age Monday through Friday and a morning and after care school childcare. Each child will receive quality care, instruction and opportunities to explore, play and nap in a safe and nurturing environment.

(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:

Summer Adventure: I/We understand that Capo Beach Church Preschool offers a 7 week Summer Adventure Program that is open to children 2.5 to 6 years old. Registration and tuition fees for Summer Adventure will be handled separate from the Fall Session.

Summer Adventure Registration Fee: \$125.00 (non-refundable) due upon enrollment.

Summer Adventure Tuition: Rates are configured based on the 2 Day, 3 Day or 5 Day Program enrolled on the Summer Calendar. Payments are set up for automatic collection through your bank account and processed through Tuition Express. Tuition will be made in two installments, the first being due on JUNE 9, 2023 and the second being due on JULY 10, 2023.

(Initials)

(Initials)

Fall Registration Fee: \$220.00 (non-refundable) due upon enrollment.

Fall Tuition: Tuition is a monthly fee which is based on the school calendar August-May. Payments are set up for automatic collection through your bank account and processed through Tuition Express on or by the tenth of each month.

(Initials)

(Initials)

Returned Payment Fee: I/We understand that if a check or auto payment is returned to Capo Beach Church Preschool from the bank, for any reason, a **\$25.00** service fee will be applied to your account. In addition, your account would be considered delinquent and late fees of 8% of your monthly tuition bill will be added.

(Initials)

(Initials)

Delinquent Accounts: Any accounts 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)

Absences/School Closures: I/We understand that monthly tuition is due in full 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)

Optional Activities and Fees: I/We understand that there may be additional school related activities (class parties, in house field trips, pictures, school wide events, extracurricular activities, 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.

(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/out with Full Legible Signature (initials are not adequate) every day that your child is in school. Failure to comply with the requirement may result in \$100.00 fee per incident. Chronic non-compliance may result in termination of services.

(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. If you need to add morning care or aftercare as a drop-in, morning care drop-in rate is \$20.00 and aftercare drop-in rate is \$30.00.

(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 notice form must be given. The 30-day written notification requirement is determined from the day that the notice is received by the Preschool Director and you will be responsible for tuition covering the 30-day period. Any past due amount must be paid in full before the 30-day notification period can begin. No refunds will be given.

(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)

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)

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:** _____