

Elm Park Preschool Academy (EPPA)

13504 Community Road, Poway, CA 92064

(858) 442-9707

www.elmparkpreschool.com

Admission Agreement/Fees (August 2023-June 2024)

Program Age Group	Time	5 Days Bi-Weekly Rate	3 days Bi-Weekly Rate	Annual Material Fee	Annual Registration Fee
Preschool Full-Day Program (3-5 yr. old)	7:30am-5:30pm	\$600	\$390	\$150/5 days \$100/3 days	\$100
Preschool Half-Day Program (3-5 yr. old)	8:30am-12:30pm	\$375	\$240	\$150/5 days \$100/3 days	\$100
Toddler Full-Day Program (2 yr. old)	7:30am-5:30pm	\$650	\$420	\$150/5 days \$100/3 days	\$100
Toddler Half-Day Program (2 yr. old)	8:00am-12:00pm	\$410	\$270	\$150/5 days \$100/3 days	\$100

*Extended care service is available Monday-Friday 12:30-5:30PM at a rate of \$10 per hour. Please let us know in advance if you are planning to do this.

Thank you for your interest in Elm Park Preschool Academy (EPPA)! The school year, 2023-2024, will be 10 months long, from August 9, 2023-June 6, 2024. **In order to save your child's position, please complete this Admission Agreement and return with \$100, non-refundable Registration Fee and \$100 Deposit.** The deposit will be applied towards your child's Material Fee but will not be refunded should you decide not to attend. If your child is attending our Summer Program for 2023 and you have paid a Summer Registration, your Registration Fee for Fall will only be \$50.

If you are paying via check, please make your check payable to, Elm Park Preschool Academy. We can also send you an invoice via Brightwheel where your payment can be made. There is no added fee if you pay with your checking account, however, keep in mind that there will be additional fees if you choose to pay with a credit card.

The first tuition payment is due by July 31st, 2023 and every other week thereafter. Invoices will be sent out a week early to provide 7 days for payment to be made. A late fee of \$20 will be added if tuition is not made on due date. If you have a tuition fee balance, it **MUST** be paid before the service day in order for your child to continue to attend. You will not be charged for the 4 weeks of break within the school year that we are closed (Thanksgiving Week, Winter Break and Spring Break). *Please see our "Tuition Schedule" and "Holidays/Closure Schedule".

Refunds will not be given for student absences. We continue to have operating costs and save your child's position even when he/she is unable to attend. Therefore, **tuition will not be refunded for any illnesses/vacations.** Please notify the school as soon as possible if you intend on withdrawing your child from EPPA at least 30 days in advance. Refunds will not be given for last minute withdrawals.

The first day of Fall Session will begin on Wednesday, August 9th, 2023.

Student Admission Agreement

Child's Name: _____ DOB: _____

Father's Name: _____ Tel: _____

Mother's Name: _____ Tel: _____

Best contact number for emergencies: _____

Email address: _____

Child allergies/Restrictions: _____

This Enrollment is for the FALL 2023-2024: (circle desired enrollment)

Child will be in: Toddler Class (2-3years) PreK Class (3+) Half-Day Full-Day

Days of Attendance (5 days/3 days): _____ Tuition Payment Amount (Bi-weekly): _____

Annual Registration: _____ Annual Material Fee: _____

1. I give my child permission to use all inside and outside materials and play equipment that are provided by the school. YES NO
Please list exceptions: _____

2. I understand that an "Incident Report" will be sent to parents/legal guardians via Brightwheel when an injury occurs on school property. Elm Park will not be responsible for injuries which occur to children who are not enrolled in our school. Other children (siblings, cousins, etc.) are the responsibility of the accompanying adult. YES NO

3. I give permission for pictures to be taken of my child for school use only (in the classroom, on the Elm Park website, Facebook, Instagram and in advertising).

YES NO Exception: _____

4. I understand that Elm Park Preschool does not take responsibility for any lost or stolen items.
YES NO

5. I understand that any party may file a complaint to the licensing agency at any time if there has been a violation of state law concerning our childcare facility. The department will review the complaint and the proper form of action will be taken.
YES NO

6. I understand the Elm Park Preschool does not provide services for children with special needs. Families who have children with special needs will work cooperatively with an outside agency that is able to provide an IEP and the necessary resources.
YES NO

7. I understand that this admission agreement will be terminated when a child is no longer enrolled or attending Elm Park Preschool. YES NO

8. I understand that I am entering into a contract until June 2024. Student absences (illnesses, vacations, pandemic-related absences etc.) still require full tuition payments. YES NO

9. I will notify the school 30 days in advance if I decide to withdraw my child. I understand that refunds will not be given to last-minute withdrawals. YES NO

10. I understand that I am supposed to pick up my child on time (12:30pm for half-day, 5:30pm for full-day and 12pm for toddler half-day). A late fee of \$1 per minute will be charged and added to the following tuition.

YES NO

11. I do not hold Elm Park Preschool Academy responsible for any illnesses that my child may contract while at school. I will keep my child home if they have a fever, cough, diarrhea, or other signs of illness withing the last 24 hours. YES NO

I have reviewed the enrollment packet, parent handbook (www.elmparkpreschool.com), and admission agreement. I understand my responsibilities and agree to the policies and procedures of Elm Park Preschool.

Parent/Guardian Signature: _____ Date: _____

Director's Signature: _____ Date: _____

For Office Use Only:

Total Amount Paid: _____ Date: _____

Registration Fee: _____ Deposit/Material Fee: _____ Tuition: _____

Form of payment: _____

Projected Start Date: _____

Notes: _____