



## Good Shepherd's Fold Preschool

1350 West 25th Street, San Pedro, California 90732

Phone (310) 833-3340      goodshepherdsfoldpreschool.com

# Admission Agreement - Summer 2025

Good Shepherd's Fold Preschool (GSFP) is dedicated to serving the families of our San Pedro community by offering high quality childcare at reasonable tuition in a loving environment. GSFP welcomes children ages 2 to 6, regardless of race, creed or national origin. We provide academic instruction where children learn through Creative Curriculum with appropriate play and hands-on experiences.

## CHILD / INFORMATION

**1st Child** First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Gender: [ ☐ ] Male [ ☐ ] Female Date of Birth: \_\_\_\_\_

List and existing medical conditions, medication and/or special attention child requires:

\_\_\_\_\_

Allergies: \_\_\_\_\_

Pediatrician Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

**2nd Child** First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender: [ ☐ ] Male [ ☐ ] Female Date of Birth: \_\_\_\_\_

List and existing medical conditions, medication and/or special attention child requires:

\_\_\_\_\_

Allergies: \_\_\_\_\_

Pediatrician Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

## PARENT / GUARDIAN

**Parent/Guardian #1** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employed By: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Hours: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

[ ] Custodial Parent (If married, mark both parents)

Email: \_\_\_\_\_ Driver's License# \_\_\_\_\_

**Parent/Guardian #2** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employed By: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Hours: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

[ ] Custodial Parent (If married, mark both parents)

Email: \_\_\_\_\_ Driver's License# \_\_\_\_\_

Student Resides With: \_\_\_\_\_ (name)

Relationship to Child (e.g., parent, grandparent): \_\_\_\_\_

### Does your child have Special Needs (Check all that apply)

- None
- Child Protective Services
- Child has IFSP (Individual Family Service Plan) or IEP (Individual Education Plan)
- Child Receives services through Regional Center or the local School District
- Social Emotional/behavior
- Developmental delays
- Speech/communication
- Vision or hearing
- Current IEP \_\_\_\_\_

## Registration Fees:

The registration fee for summer session is \$95.00 for new students, \$50 for returning students and a maximum of \$125 per family. The registration fee is to be submitted with this Admission Agreement for your child(ren) to be considered enrolled. The registration fee is non-refundable.

## Enrollment Information

Desired State Date: \_\_\_\_\_

All students are placed on a 3-week probation upon enrollment.

Summer Program is billed weekly for either half day (less than 6 hours) or full day (6 hours or more). Please complete the information below to inform us of when your child(ren) will be attending the summer program. Please check whether they will be full day or half day, and check the which days they will be attending each of the 8 weeks of our summer program. This information is used to plan staffing levels to ensure we have the appropriate student to teacher ratios.

\_\_\_\_\_ **Half Day**

\_\_\_\_\_ **Full Day**

<b>Week of:</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
June 16 - 20					
June 23 - 27					
June 30 – July 4					
July 7 - 11					
July 14 - 18					
July 21 -25					
July 28 – Aug 1					
Aug 4 - 8					

Payment is due every Monday for the current week. You will be billed for the days/weeks indicated above. For example, if you plan to have your child attend every week, your first bill is due June 16, the second due June 23, etc. If you need to make a change in your schedule, a minimum of 1 week notice is required so we can make staffing adjustments.

**Late Fees:** Tuition is due every Monday for the current week. Late fees for tuition are charged per our current rate schedule. In addition, late fees are charged if your child is picked up outside of contracted hours, as outlined in our rate schedule.

Parent/Guardian should contact the school ahead of time to advise of late pick-up.

Additionally, there are per-minute late fees for picking up a child after 6 pm, as outlined in our current rate schedule. Repeated late pick-ups may result in termination of enrollment.

**Dismissal:** GSFP recognizes that some children have a hard time adjusting to the preschool setting or have special needs that our staff may not be able to meet. We endeavor to work with children and their families to make this a positive experience and, if appropriate, staff will offer resources as needed. GSFP reserves the right to dismiss any child from enrollment for any reason including but not limited to disruptive behavior, tuition delinquency and the like. Parents may un-enroll their child as desired and GSFP requests 2-week notice or the full month's tuition will be due.

## **Brightwheel**

GSFP uses the Brightwheel program to help operate our school smoothly and to issue and collect tuition/daycare charges. Parents/Guardians will need to sign up for the Brightwheel program and use it for check-in and check-out as well as provide all requested information. Teachers and staff will also communicate with parents through Brightwheel and GSFP strongly encourages parents to download the program on their phone and check messages regularly.

## **Rights of Parent(s) or Guardian(s)**

Parents understand that children have rights protected by the State of California and have received a copy of the Personal Rights Form (LIC 613A). Parents understand that they have the right to visit and observe the school any time their child is in care and have received a copy of the Parents Rights Form (LIC995). Parents understand that they have the right to call or write to the licensing agency concerning issues with the operation of the facility or treatment of their child.

Write or call:

Community Care Licensing  
300 Continental Blvd., #290A  
El Segundo, CA 90245  
(424) 301-3077

## **ACKNOWLEDGEMENT**

I agree to uphold and support the Good Shepherd's Fold Preschool Philosophy; and, abide by the rules and regulations adopted by the Preschool Board of Directors as well as the guidelines set forth in the California Department of Social Services/Licensing Department; I understand that I will provide this completed Admission Agreement for each child and pay the required registration fee(s) in the amount of \_\_\_\_\_. I understand that if my child is sick or doesn't attend on a day I committed to in the above schedule, I am still responsible for paying the fee. I understand that the school is closed for July 4<sup>th</sup>, but if my child normally attends on the day of the week the holiday falls, I will still be charged for that date. I acknowledge that I have read and understand all terms and conditions of this Admission/ Application Agreement.

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Director Name/Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registration Fee Received: Yes/No**    **Amount:** \_\_\_\_\_    **Director Initials:** \_\_\_\_\_