

2020-2021

Shepherd's Fold Preschool

Admission Agreement

Welcome

Shepherd's Fold Preschool welcomes all children regardless of race, creed or national origin. Our multi-age group provides unique learning opportunities for children ages two years until kindergarten. Emphasis is on enjoying the planned environment, indoors and outdoors, by feeling free to explore a variety of activities. Experiences are planned to enable children to grow emotionally, socially, intellectually, physically and spiritually.

Registration

There is an annual registration fee of \$150 that must accompany the registration form. All enrollment forms (including a physician's report) must be completed and on file before a child can be reenrolled.

Payment and Refund Policy

Annual Registration, Curricula, and Activity Fees

\$150.00 New students

\$100.00 Returning students

All registration fees must be paid on or before the first day of school.

Childcare Fees

	Half Day	Full Day	Full Day with AM or PM Daycare	Full Day with AM and PM Daycare
	8:30-12:00	8:30am-3:30pm	6:00am-3:30pm or 8:30am-6:00pm	6:00am-6:00pm
3 Days	\$96	\$105	\$120	\$135
Weekly	\$120	\$130	\$145	\$155
Monthly	\$516	\$559	\$623	\$665

Complimentary Snacks

- Snacks are provided every day
- Pick up a copy of the monthly menu in the office
- Students on restrictive diets are encouraged to bring their own snacks

Additional fees

- Potty Training/Diaper Service- \$10 per week or \$40 per month (parents to provide diapers and wipes)
- Daycare per day- \$7 per session
- School closes every day at 6:00 pm. Daycare late fees- \$1 per minute, starting at 6:01
- Daily Rate- \$35 (from 6am-6pm, 3-day minimum per week)

Multi-child Discount

- 7% off total combined tuition fees
- Discount applies to students enrolled in either campus

Late fees/Modifications

All weekly tuition payments received after Tuesday will be charged a \$15 late fee. All monthly payments received after the 5th day of the month will be charged a \$50 late fee. Parents are welcome to alter their program (for example adding or removing daycare hours) by contacting Mrs. ????? in the financial office (310) 123-4567 (from 1pm-6pm M-F).

Termination/Refund Policy

The school reserves the right to dismiss a child from attendance for any reason whatsoever, including, but not limited to, health, lack of adjustment to the preschool setting, behavior that disrupts the cooperative climate of the classroom or delinquency of the tuition account. Parents also have the right to terminate with 30 days notice. Registration fees are not refundable. Unused tuition fees will be refunded after the 30-day notice expires.

Rights of the Licensing Agency

The Community Care Licensing Division of the California Department of Social Services (Section 101200) has the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren) or any staff member and for the examination of all records relating to the operation of the facility. The licensing agency has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Rights of the Parent(s) or Authorized Representative(s)

Parents understand that children have rights and have received a copy of the personal Rights for (LIC 613A). Parent(s) 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 the licensing agency if fault is found in the operation of the facility or treatment of their child. Write or call:

Community Care Licensing
21731 Ventura Blvd. #250
Woodland Hills, CA 91364
(818) 596-4334

I/WE, the undersigned, have read and agree to the conditions of this Admission Agreement and am/are responsible for payments.

Child's name: _____

Parent name: _____

Parent signature: _____ Date: _____

Parent name: _____

Parent signature: _____ Date: _____

Director signature: _____ Date: _____