

Elm Park Preschool Academy

(Community Church of Poway Location)

13501 Community Road, Poway, CA 92064

(858) 442-9707

www.elmparkpreschool.com

Admission Agreement/Fees (Fall 2026-2027)

Program Age Group	Time	5 Days Bi-Weekly Rate	3 days Bi-Weekly Rate	Annual Material Fee (Yearly)	Annual Registration Fee (Yearly)
Preschool Full-Day Program (3-5 yr. old)	7:30am-5:30pm	\$800	\$510	\$150/5 days \$100/3 days	\$100
Preschool Half-Day Program (3-5 yr. old)	8:30am-12:30pm	\$500	\$330	\$150/5 days \$100/3 days	\$100
Toddler Full-Day Program (2 yr. old)	7:30am-5:30pm	\$850	\$540	\$150/5 days \$100/3 days	\$100
Toddler Half-Day Program (2 yr. old)	8:30am-12:30pm	\$550	\$360	\$150/5 days \$100/3 days	\$100

*Extended care service is available Monday-Friday 12:00-5:30PM at a rate of \$15 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 Fall Session for the 2026-2027 school year will span 10 months, from August 12, 2026-June 3, 2027. To secure your child's spot, please complete and return the attached Admission Agreement at your earliest convenience. Once we receive the agreement, you will receive an invoice via Brightwheel for a \$100 Registration Fee and the Material Fee. Payments for both serve as a deposit and will secure your child's spot for the fall term. Please note that both fees are non-refundable, even if you choose not to attend. If your child attended our summer program and you have paid a summer registration fee, your Fall 2025 Registration Fee will be reduced to \$50.

When making a payment with Brightwheel, please note that there is no additional fee if you pay by linking your checking account. However, if you choose to pay with a credit card, please be aware that additional fees will apply. If you prefer to pay by check, please make it payable to Elm Park Preschool Academy.

The first tuition payment is due by August 3, 2026, with subsequent payments due every other week. Invoices will be sent one week in advance to allow 7 days for payment. A late fee of \$25 will be applied if payment is not received by due date. If there is an outstanding tuition balance, it MUST be paid in full before your child can continue attending.

The school will be closed for a total of 4 weeks during the school year: 1 week for Thanksgiving, 2 weeks for Winter Break and 1 week for Spring Break. **Please note that parents are still responsible for 50% of tuition during these closure periods.** *Please refer to our "Tuition Schedule" and "Holidays/Closure Schedule" for your reference.

Please be advised that refunds will not be provided for student absences, as we continue to incur operating costs and reserve your child's spot, regardless of attendance. If you plan to withdraw your child from EPPA, please notify the school at least 30 days in advance. Refunds will not be issued for last-minute withdrawals.

The first day of Fall Session will begin on Wednesday, August 12, 2026.

8. I understand that I am entering into a contract for 10 months (August 2026-June 2027). School closures (4 weeks in the year) and absences (illnesses, vacations and Covid-related absences) still require 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 (by 12:30pm for half-day, and by 5:30pm for full-day children). A late fee of \$1 per minute will be charged and added to the following tuition. I understand that **there will be a \$30 late fee for picking up 15 minutes after my scheduled pick-up time to cover the staying staff's overtime payment.**

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 for 24 hours and free of symptoms before returning to school. 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: _____

For children attending 2027 Summer School Program:

Please reserve a spot for my child in the 2027 Summer School Program and extend this Admission Agreement through the duration of the 2027 Summer School Program YES NO