

# Elm Park Preschool Academy (EPPA)

13504 Community Road, Poway, CA 92064

(858) 442-9707

[www.elmparkpreschool.com](http://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 (Yearly)	Annual Registration Fee (Yearly)
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 9<sup>th</sup>, 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:            Half-Day            Full-Day            Days of Attendance (5 days/3 days): \_\_\_\_\_

Fall Tuition Payment Amount (Bi-weekly): \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

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

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 that Elm Park Preschool does not provide services for children with special needs. Families who have children with special needs will work cooperatively with our facility along 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 a contract for 10 months (June 2023-June 2024). Student absences (illnesses, vacations and Covid-related absences) still require full tuition payments.

YES NO

9. I understand that I am supposed to pick up my child on time (by 12:30pm for Half-day or by 5:30pm for Full-day). After 5 minutes, a late fee of \$1 per minute will be charged and added to the following tuition. YES NO

10. I understand that we are still in a pandemic, and I do not hold Elm Park Preschool Academy responsible for any illnesses that my child may contract at EPPA. I will keep my child home if they have a fever, cough, difficulty of breathing, or other signs of illness within the last 24 hours. Please let us know if your child has experienced these symptoms and/or has been exposed to anyone with suspected or confirmed COVID-19 case. YES NO

I have reviewed the enrollment packet, parent handbook ([www.elmparkpreschool.com](http://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:**

Deposit Amount: \$ \_\_\_\_\_ Tuition Amount Paid: \$ \_\_\_\_\_ Date \_\_\_\_\_

Form of payment: \_\_\_\_\_

Notes: \_\_\_\_\_