

Introduction

WVCA Preschool is an identified “Partner in Quality” in San Joaquin County offering Private Christian Early Childhood Education with child care components to the city of Tracy, and the surrounding communities. Please see our *Response to COVID-19* for details regarding our prevention and mitigation measures located on our website in addition to our annual *WVCA Preschool Parent Handbook* for program policies and procedures.

Non-refundable Registration & Re-Enrollment Fee \$100 Due at time of Application

Non-refundable First Month Tuition *As Scheduled* Due before first day of attendance.

Tuition Includes

- AM Extended Care Hours 7 AM-9:30 AM
- Breakfast 8:30 AM, Lunch 11:30 AM-12 PM, and Afternoon Snack for Full Day at 2:30 PM
- PM Extended Care Hours for all Full Day Options from 3 PM-5:30 PM

Pre-Kindergarten Monday-Friday Full Day \$750/Month; Part Day \$550/Month

Pre-Kindergarten is a school readiness program offering for children eligible for Kindergarten entry. Fully qualified early educators offer a balanced approach to learning by incorporating age-appropriate teaching strategies, and curriculum content aligned with the CA Preschool Foundations for Math, Science, Social Emotional Development, Physical Development and Health, and Language and Literacy. Ratio is 1:12/2:24

Preschool Monday-Friday Full Day \$750/Month; Part Day \$550/Month

The preschool program provides a unique mixed age group experience with an emphasis on social emotional development with focus on the development of critical social skills that provide the foundation for academic achievement. Fully qualified early educators facilitate a differentiated approach to ensure that all students are being both socially and academically challenged using CA-CSEFEL and CA Preschool Foundations as the framework for learning. Ratio is 1:12/2:24

Toddler Monday-Friday Full Day \$950/Month

The toddler program is a specially licensed toddler component serving children 18-33 MOS with an emphasis on building self-regulation and social-emotional development with the CA-CSEFEL Teaching Pyramid framework for approaches to learning and growing. Fully qualified early educators with a specialization in infant and toddler care provide a child centered nurturing environment and daily activities that include music, language and literacy, creative art, and more. Ratio is 1:6/2:12

The enrollment process includes submission of a full and complete application, interview, and orientation. Placement is guaranteed at time of acceptance upon receipt of email enrollment confirmation from the director.



Fee Schedule

2022-2023 School Year June 6 – May 26

Admissions@wvcapreschool.com

Child's First Name: _____ Last Name: _____

Hours of Operation

West Valley Christian Academy Preschool and Child Care Operates from **7:00 AM-5:30 PM** Monday through Friday. All programs require that children arrive to school by **9:30 AM**.

General Services

West Valley Christian Academy Preschool and Child Care is currently providing preschool and child care services to children 2-Kindergarten entry in a Community Care Licensed facility, and is a department of *Tracy Community Church* and adheres to a Biblical Worldview. _____ *initial*

Department of Health and Human Services Right

West Valley Christian Academy Preschool is licensed by the California Department of Health and Human Services, Community Care Licensing Division, Title 22.

Preschool LIC #3903307976

(a) The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535.

(b) The Department has the authority to interview children or staff without prior consent.

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Admissions Agreement COVID-19 Implications

All families upon enrollment are to accept the following terms of enrollment under COVID-19 Pandemic:

- WVCA Preschool cannot prevent exposure to COVID-19, but will do our best to implement all guidelines distributed by CA Public Health Dept. in association with *WVCA Response to COVID-19* available for review at <http://WVCAPreschool.com>. All enrolled children and families are aware of the risk to exposure to COVID-19 at the facility before enrollment.
- WVCA Preschool cannot exclude children with pre-existing medical conditions, and it is the parent's responsibility to understand that enrolling their child has a higher risk for vulnerability to COVID-19.
- WVCA is not liable for any child or family's exposure, illness, or expenses related to exposure or illness of COVID-19.
- Enrolled families are required to communicate family and individual exposure of COVID-19 within 24 hours to the Director.
- Upon exposure of COVID-19, the center, or cohorts of the center, may be required to close for up to 10 days, and all children and staff will have to follow instructions from a San Joaquin County Public Health Official as outlined by the California Department of Public Health with less than 24-hour notice.

_____ *initial*

Fee Schedule

Tuition is based on program(s) enrollment option and attached to the Admission Agreement Document. I have read the West Valley Christian Academy Preschool Fee Schedule in its entirety. _____ *initial*



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COVID-19 Financial Policy

Due to the current global pandemic of COVID-19 and all curriculum materials and supplies required to meet current regulations that are purchased and provided at time of enrollment, **first month tuition is non-refundable**. In the event that the preschool is required to close due to COVID-19 exposure, no credits or refunds will be issued due to the cost of employment and operations to respond to the event, and prepare for reopening. Enrolled families will be guaranteed placement upon return. _____ *initial*

Mediation and Arbitration Policy

If at any time an enrolled, or previously enrolled, family of WVCA Preschool is in an irreconcilable conflict with WVCA Preschool or any entity of Tracy Community church, they are to initiate arbitration or mediation to resolve the conflict biblically following the Matthew 18 Principle.

The parties agree for the arbitration process to be conducted in accordance with “Rules of Procedure for Christian Conciliation” (“Rules”) contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent with these “Rules”, each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation (hereafter ICC), a division of Peacemaker Ministries of Colorado Springs (719358-4900), shall be asked to provide the name of qualified person who will serve in the capacity. Consistent with the “rules”, the arbitrator shall issue a written opinion within a reasonable time.

Designated Financial Responsibility

Please indicate who will be financially responsible, paying tuition, for the enrolled child.

Name: _____ Preferred Email Address: _____

Financial Policy

Accounts are due on the first (1st) of each month whether or not a courtesy statement is received, and late on the third (3rd). Any account which becomes thirty (30) days delinquent from the first (1st) of each month will result in student dismissal and/or account sent to collections. A \$10 fee will be charged for any returned check.

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Payment Options

New and enrolled families will receive a monthly invoice. Payments are due on the first (1st) of each month, and late on the third (3rd) of each month. The following payment options are available:

1. We accept Check, Cash, ACH, and online Credit Payments through ProCare (Tuition Express). Below is the breakdown of fees. Again, this is not new, this is a return to pre-COVID service charges.
2. Cash and Check do not have any associated fees.
3. ACH (you set-up reoccurring payments through your bank) is a flat \$1 fee per transaction.
4. Credit Card Fees are flat rate fees associated to the service fees charged by your credit card company, and will be added to monthly tuition for any family who is currently paying with credit. If you decide to pay in cash or check on month, we will always credit your account back the flat rate service fee.

5. Preschool Full Day Program Option Monthly Tuition Rate including Credit Card Service Fee: \$770
6. Preschool Part-Day Program Option Monthly Tuition Rate including Credit Card Service Fee: \$565
7. Toddler Full-Day Program Option Monthly Tuition Rate including Credit Card Service Fee: \$965
_____ *initial*

Late Pick-up and Drop-off

- All onsite program options require children to be at school no later than 9:30 AM regardless of program schedule. A fee of \$10 per incident will be added to your monthly invoice.
- WVCA Preschool Part-day concludes at 12:30 PM. A fee of \$20 for every 15 minutes (per child) will be added to your monthly invoice. Persistent late pick-up will result in student dismissal.

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School Closures

All school closure days, inclusive of holidays, are posted on our Parent Board in the WVCA Preschool Office annually, and are calculated into the monthly fees. No tuition credit is given for school closure or student absence.

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Withdrawal

A family-initiated withdrawal must be in writing and submitted a minimum of two week notice in advance of the last desired date of attendance. A \$250 fee will be applied automatically to the account if written withdrawal notification is less than two weeks before the desired last date of attendance. First month tuition and registration payments are non-refundable, and will not be prorated for withdrawal in the first month of enrollment. No refunds will be provided for mid-month withdrawal.

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Termination of Admission Agreement

The Admissions Agreement can be terminated resulting in dismissal of child and family for the following conditions:

- Non-compliance with Community Care Licensing Regulations, Title 22 (available for review at www.cclid.ca.gov)
- Delinquent Accounts
- Violation of written policies outlined in the Preschool Parent Handbook
- False information on written documents
- Inappropriate behavior toward staff on the part of parent or child.
- Challenging behavior that impacts the personal rights of enrolled children and/or employee rights, including but not limited to biting, hitting, kicking, and throwing of objects.
- A child has obtained eligibility for special education services that are recommended to be provided by a public and/or private special education service in compliance with the child's right to the Least Restricted Environment as outlined in their IFSP/IEP or eligibility for services documentation.

_____ *initial*

WVCA Preschool Parent Handbook



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I have read and will abide by the policies outlined in the WVCA Preschool Parent Handbook available for review at <http://WVCAPreschool.com> under the “Preschool Enrollment” tab.

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Program Enrollment Option

Please check program option you are re-enrolling for the 2022-2023 school year:

<input type="checkbox"/>	WVCA Preschool or Pre-K Full Day
<input type="checkbox"/>	WVCA Preschool or Pre-K Part Day
<input type="checkbox"/>	WVCA Preschool Toddler (18-33 MOS)

*Any changes to the above selections require a minimum of a two-week written notice.

Non-Discriminatory Statement

West Valley Christian Academy Preschool and Child Care does not discriminate against any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at this center.

Authorized Representative Signature: _____ Date: _____

Director Signature: _____ Date: _____