

West Valley Christian Academy Preschool

1790 Sequoia BLVD.
Tracy, CA 95376
admissions@wvcapreschool.com



Desire Start Date: _____

Student Information

First Name:		M.I.:	Last Name:	
Birthdate:	Age:		Sex: M or F	Ethnicity:
Siblings Enrolled in WVCA Preschool/WVCA:				
Does your child wear underwear successfully in multiple environments, and accident free?				

Student History

What are your hopes for enrolling your child in WVCA Preschool?
Has your child previously attended another school or child care?
If yes, did your child have positive experience?
Has your child been asked to withdrawal from a previous school or child care or has a previous care provider expressed concern regarding behavior? If yes, explain.
What are your child's strengths?
Has your child ever been evaluated or assessed for a developmental or mental concern, or have a current IEP? If yes, explain.

Authorized Representative (Parent/Guardian)

First Name:		Last Name:		Relationship:
Address:		City:	Zip Code:	
Home Phone:	Cell Phone:		Work Phone:	
SSN:	CA Driver License #:		Representative Live with the Parent? Y or N	
Email Address:				

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Additional Authorized Representative (Parent/Guardian)

First Name:		Last Name:		Relationship:
Address:		City:	Zip Code:	
Home Phone:	Cell Phone:		Work Phone:	
SSN:	CA Driver License #:	Representative Live with the Parent? Y or N		
Email Address:				

Requested Program Option- *I have read the West Valley Christian Academy Preschool Fee Schedule*
 _____ *initial. Please Check Requested Program Option:*

Program Option	Selection Options- <i>See Fee Schedule</i>	Selection
Pre-Kindergarten and Preschool <ul style="list-style-type: none"> Pre-Kindergarten eligible students are turning five between JAN 1-DEC 31. Preschool eligible students are turning four between JAN 1-DEC 31. 	Monday-Friday Full Day	
	MWF Full Day	
	TTH Full Day	
	Monday-Friday Part Time	
	MWF Part Time	
	TTH Part Time	
Young Preschool <ul style="list-style-type: none"> 30 MOS through turning three this school year. 	Monday-Friday Full Day	
	MWF Full Day	
	TTH Full Day	
Toddler <ul style="list-style-type: none"> Minimum 18 MOS through 24 MOS; can enroll through 30 MOS if developmentally appropriate. 	Monday- Friday Full Day	
	Desired Daily Schedule: _____AM - _____PM	

Consent for Student Release

I, _____ the authorized representative of _____ give my permission for West Valley Christian Academy Preschool to photograph my child for classroom use as an enrolled student. I further authorize the use of my child's image in the following: Please circle Y (Yes) or N (No)

Y or N Yearbook

Y or N Website and Marketing Materials

Y or N Newsletter

Authorized Representative Signature: _____ Date: _____

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2019-2020 Admissions Agreement

Child's Name _____
First Last

Hours of Operation

West Valley Christian Academy Preschool operates from **6:00 AM to 6:00 PM** Monday through Friday. Children's attendance is outlined with program and schedule option, and enrolled families are responsible to adhere to their child's enrolled program and schedule option.

General Services

West Valley Christian Academy Preschool provides toddler, preschool and child care services to children 18 MOS through entering Kindergarten, in a Community Care Licensed facility, and is a department of *Tracy Community Church* and adheres to a Biblical Worldview. _____ **Initial**

Toddler Component

The toddler component is specifically licensed for children 18-30 MOS, and up to 36 MOS if developmentally appropriate with parent permission and director approval. The ratio for toddler care is 1:6 and 2:12. Potty training is included in tuition during the enrollment in the Toddler component. All Toddler students are required to provide their regular daily schedule at time of enrollment, and submit daily schedule changes in writing with a minimum of two-week notice. _____ **initial**

Department of Health and Human Services Right

West Valley Christian Academy Preschool is licensed by the California Department of Health and Human Service, Community Care Licensing, Title 22: LIC #390307976.
CCL, Title 22 101200

- (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.
_____ **Initial**

Attendance Schedule

Tuition is based on attendance schedule. West Valley Christian Academy Preschool publishes an annual *Preschool Fee Schedule* outlining program options, attendance schedules, fees, and is available for view at WVCAPreschool.com or pick-up in the office. I have read the *West Valley Christian Academy Preschool Fee Schedule* in its entirety, and understand that tuition schedules are published annually before the start of a school year, and will not be changed within less than thirty (30) day notice according to CCL, Title 22. _____ **Initial**

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Financial Policy

Accounts are due on the first (1st) of each month whether or not a courtesy statement is received. Any account which becomes thirty (30) days delinquent from the first (1st) of each month will result in student dismissal. There is a grace period until the last working day before the third (3rd), after which a \$50.00 late fee will be charged. In addition, a \$10.00 fee will be charged for any returned check.

Designated Financial Responsibility

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

Name: _____ Preferred Email Address: _____

Payment Options

New and enrolled families will receive a monthly invoice. First month tuition is due in person before the child's first day of attendance. Payments are due on the first (1st) of each month, and late on the third (3rd) of each month. Alternative payment schedules must be approved by administration. The following payment options are available:

1. **Personal Check, Cashier's Check, Money Order, or Cash** paid at the WVCA Preschool Office.
2. **Credit Card and Online Tuition Submission (i.e. Paypal)** (\$5 processing fee)

Account activity, payment, and/or inquiry will be made in person or by mail to the WVCA Preschool Office:

West Valley Christian Academy Preschool
1790 Sequoia Blvd.
Tracy, CA 95376
(209) 835-2787

Late Drop-off and Pick-up Fees

Children arriving after 9:30 AM will be charged a \$10 late drop-off fee for each occurrence. A late pick-up fee of \$20 after 6:00 PM for Full Time, and 12:00 PM for Part Time, will be added to for every fifteen (15) minute interval or portion thereof. Persistent late pick-up for Full Day students will result in termination due to CCL regulations of program hours. _____ *initial*

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. _____ *initial*

Status Change

Two status changes are permitted without fee per school year (September-August). Additional status change requests will result in a \$25 fee added to your bill. Status changes are reflected on the next billing period per date of submission of the *Status Change Request Form*. All status changes must be approved by the Director, and a new Admissions Agreement must be completed. _____ *initial*

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Schedule Changes

Schedule Changes require a two week written notification, an updated Admission Agreement, and director approval. A maximum of 4 schedule changes are permitted each program year, and are subject to a \$50.00 processing fee. _____ *initial*

Potty Training

West Valley Christian Academy Preschool provides potty training children in the Young Preschool Department Monday-Friday schedule option only. There is a monthly fee of \$50 a month while the child is potty training. Children who can meet the potty trained definition according outlined in the parent handbook will no longer be charged the fee beginning the following billing statement.

Withdrawal/Withdrawal with Intent to Return

A family initiated withdrawal must be in writing and submitted a minimum of two weeks 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 application payments are nonrefundable, and will not be prorated for withdrawal in the first month of enrollment. No refunds will be provided for mid-month withdrawal. Refunds will be provided for services that were not received, but paid for. _____ *initial*

Families who withdraw with intent to return are terminating the Admissions Agreement, and will be required to submit a new Application for review and acceptance by the Director no sooner than the day after the last day of attendance. A new admission decision letter with instruction will be sent. Families who withdraw with intent to return are not guaranteed placement; placement is based on current enrollment availability and may result in placement on the waitlist.

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

- Non-compliance with Community Care Licensing Regulations, Title 22 (available for review at www.cclcd.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 impact 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*

Non-Discriminatory Statement

West Valley Christian Academy Preschool 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.

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Authorized Representative Signature _____ Date _____

Director Signature _____ Date _____