**Hope Lutheran Preschool**

 **Policies and Procedures**

 **Center Hours:** Hope Lutheran Preschool is open from

 6:30 AM to 6:00 PM Monday through Friday. We

 provide care for children ages 2 – 5 (must be 2 by September)

 **Forms:** The Hope Lutheran Preschool forms and

 State of California forms listed on the Admissions

 Checklist MUST be on file at the school prior to

 admission. If you have any questions regarding

 these forms, please contact the Preschool Director at 626-335-5315

**Medical Information:** Prior to admission, each child MUST have the following on file: immunization record, a copy of physical exam by physician, and TB test results, all completed within the previous year.

**Registration:** The $300.00 registration fee (non-refundable) is due at the time of registration. All other fees are due prior to the beginning of school.

**Enrollment Status:** Children admitted must be ready for the program and able to benefit from the preschool experience. All enrollments are on a temporary basis,

**Withdrawal:** Parents must notify the preschool, in writing, two weeks in advance if they would like to withdraw their child from the preschool. Parents are responsible for the final month’s tuition at that time.

**Changes:** You must notify the preschool in writing, two weeks in advance of any program changes. Please be sure to update us on telephone and address changes as well.

**Termination**: The preschool may terminate enrollment of any child for failure to comply with Hope policies, which include but are not limited to: continual late pick-up, determination that the school cannot adequately meet the needs of the child, or failure to pay tuition.

**Please see Parent Handbook for more information regarding**

**Hope Lutheran Preschool’s policies, procedures, and guidelines.**

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I have carefully read and understand Hope Lutheran Preschool’s policies and procedures, tuition information, registration forms, and Parent Handbook. I understand the rules for enrollment and agree to comply with all terms and regulations.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_