

Foothill Preschool Admissions Agreement

Date _____

To the Parents of _____,

Thank you for choosing Foothill Preschool. We are very excited to have your child join us. Foothill Preschool provides your child with a fun, safe environment, filled with opportunities for creative play, and personal and academic growth. Our mission is to develop an individual program for your child, support your child and help him or her grow into a confident and motivated young person, eager to learn and explore his or her environment.

Foothill Preschool will serve a nutritious mid-morning and afternoon snack based on the guidelines from the state food program. A monthly snack menu will be posted on the parent's information board for your review. Please notify the director if your child has special dietary needs or restrictions. Children should bring lunch from home.

Foothill Preschool is open from 8:30 - 2:30, Monday through Friday, with extended hours available from 7:30 - 8:30 and 2:30 - 5:30.

Your child's space/schedule has been/will be reserved for the following days and times:

Full Time _____
Before School Extended Day _____
After School Extended Day _____

Monday - Friday _____
Monday, Wednesday, Friday _____
Tuesday, Thursday _____
Other _____

All information in this Admission Agreement is provided and required by law and further includes the following:

You have seven days to review, sign and return this Admission Agreement.

1. The persons authorized to sign your child in and out will print their full name, sign a complete signature and record the time of day your child is being dropped off and/or picked up from preschool. This includes if your child is removed from the preschool during the day and returns the same day.
2. Your child's monthly tuition fee is \$_____. Due on the first of each month. A \$25.00 late fee will assess on the **fifth** of the month if payment is not received. Make checks out to **CLC Foothill Preschool**.
3. Any checks returned unpaid to the preschool will be subject to a \$40.00 bank fee. After two returned checks all fees must be paid by cashier's check or money order. Parents are liable for all costs incurred by the preschool to collect all and any delinquent fees. Fees and policies are subject to change. We must receive 30 days notice to withdraw you child from Foothill Preschool.
4. A 30-day notice in writing will be given before any rate changes.
5. To be eligible for a refund, a 30-day written notice must be given. Refunds are only given when a space is held and it is determined that a student is not coming and there is 30 days before he/she was supposed to start.
6. If applicable, a separate list is included noting any allergies and/or dietary restrictions your child has. Please review it, and verify that it is correct. It will be posted in the food preparation and eating areas.

Please initial where applicable.

I have reviewed the attached dietary information and verified its accuracy. _____

My child has no dietary restrictions or known allergies.

7. Health and Safety Codes 1596.852 and 159.853 give the Department of Health and Safety and any duly authorized officer, employee or agent, upon presentation, the right to enter and inspect the facility at any time with or without advance notice to secure compliance with regulations.
8. Any person may request an inspection of any preschool or childcare facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of any alleged violations. (Code 101200b1)
9. Grounds for dismissal may occur in the following situations:

- The preschool does not receive tuition within ten days of the due date. (Due date is the first of each month.)
- The director and teachers feel as though the program no longer appropriately meets the needs of the child.
- If after following the procedures as listed in the positive behavior management section in the Parent Handbook, the child's behavior escalates or continues to be inappropriate, disruptive and/or dangerous to himself/herself and/or others. (See page 13 of the current handbook.)

10. If your child requires specialized services, (stated in the parent handbook), please note that any and all specialized services are billed separately from the Foothill Preschool tuition. Please contact the CLC office directly to get a price list for services.

The teachers and staff at Foothill Preschool welcome you and your family.

I have read and understand all of the policies set forth in this Admission Agreement.

Parent's Name, Please Print

Signature and Date

Authorized Administrator's Signature

Date