

2009-2010

Rosebud Preschool Admission Agreement

Welcome

The Rosebud Preschool of the Presbyterian Church of the Roses welcomes all children regardless of race, creed or national origin. Our multi-age group provides unique learning opportunities for children ages two years until kindergarten. Emphasis is on enjoying the planned environment, indoors and outdoors, by feeling free to explore a variety of activities. Experiences are planned to enable children to grow emotionally, socially, intellectually, physically and spiritually.

Registration

There is an annual registration fee that must accompany the registration form. This fee will be waived for relatives of members of the Presbyterian Church of the Roses. All enrollment forms (including a physician's report) must be completed and on file before a child can be reenrolled.

Payment and Refund Policy

The registration fee and first month's tuition payment is due at the time of enrollment. This will secure a child's placement. Tuition payment is then due on the first of the month and is considered overdue after the 15th of the month.

As tuition fees are subject to change to reflect operating costs, a new tuition fee schedule is issued each year. At least 30 days notice will be given prior to any fee changes. As each month has a different number of school days, the monthly tuition fee is based upon the total number of school days in the year divided into 12 equal payments.

A school calendar is issued at the beginning of each school year listing holidays and other days that the school will be closed.

There are no refunds given for days missed and hours are not interchangeable. However, by notifying the director at least 2 weeks in advance, of a vacation of two weeks or more, a child's space can be reserved and tuition reduced by half for the period that the child is away. Two weeks written notice must be given for withdrawal from the school or a full month's tuition will be charged. Because of difficulty of filling vacancies near the end of the school year, any withdrawals after May 1st will be billed for the full months of May and June. Tuition payments from the previous year must be paid in full before a child can be enrolled for the next school year.

Late Fees

The morning enrichment program ends promptly at 12:00 pm. The extended morning program ends promptly at 1:00PM. There is a late fee for any late pick up. There is an additional late charge if pick up is more than 10 minutes beyond the scheduled time.

Dismissal

The school reserves the right to dismiss a child from attendance for any reason whatsoever, including, but not limited to, health, lack of adjustment to the preschool setting, behavior that disrupts the cooperative climate of the classroom or delinquency of the tuition account.

Rights of the Licensing Agency

The Community Care Licensing Division of the California Department of Social Services (Section 101200) has the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren) or any staff member and for the examination of all records relating to the operation of the facility. The licensing agency has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Rights of the Parent(s) or Authorized Representative(s)

Parents understand that children have rights and have received a copy of the personal Rights for (LIC 613A). Parent(s) understand that they have the right to visit and observe the school any time their child is in care and have received a copy of the Parents Rights form (LIC995). Parents understand that they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Write or call:

Community Care Licensing
101 Golf Course Drive – Suite A30
Rohnert Park, CA 94928
(707) 588-5026

I/WE, the undersigned, have read and agree to the conditions of this Admission Agreement and am/are responsible for payments.

Child's name: _____

Parent name: _____

Parent signature: _____ Date: _____

Parent name: _____

Parent signature: _____ Date: _____

Director signature: _____ Date: _____