



## 2023-2024 PRESCHOOL ADMISSIONS & FINANCIAL AGREEMENT

*“The steps of a man are established by the Lord, when he delights in His way.” Psalm 37:3*

Pleasant Hill Christian Preschool (PHCPS) agrees to provide your child with a quality daily program through a fun, nurturing, comfortable, clean and safe environment. Developmentally appropriate experiences will contribute to the whole-hearted nature of our program including physical, mental, emotional, and social development of your child to \_\_\_\_\_ from \_\_\_\_\_, until further notice. The undersigned agrees to pay the amount of \$ \_\_\_\_\_ per month for the following schedule:

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### Days Per Week of Care

<input type="checkbox"/> 2 Days/Week for Mornings - \$416	Check your preferred schedule: (2 days/week minimum)	
<input type="checkbox"/> 2 Days/Week for Full Days - \$616	Mornings 8:30-12:30	Full Days 8:30-4:30
<input type="checkbox"/> 3 Days/Week for Mornings - \$535	Monday <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 3 Days/Week for Full Days - \$756	Tuesday <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 4 Days/Week for Mornings - \$632	Wednesday <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 4 Days/Week for Full Days - \$897	Thursday <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 5 Days/Week for Mornings - \$729	Friday <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 5 Days/Week for Full Days - \$1037		

### BASIC SERVICES

1. Children will participate in our daily program of play and learning that is specifically designed for the ages of the enrolled children.
2. If your child arrives ill, or becomes ill, the student will be kept comfortable and separated from the class until pick up.
3. If your child is injured, the staff will immediately apply first aid, such as ice, water, band aid. If injury requires immediate, professional attention, paramedics will be notified immediately, followed by your immediate notification.
4. You will be notified if it is suspected that your child has been exposed to communicable disease.
5. Staff will do their best to protect personal belongings but will not be responsible for lost or broken items.

**1782 Pleasant Hill Rd. • Sebastopol, CA 95472 • 707.823.5868 • [www.phcs.org](http://www.phcs.org)**

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6. You are required to sign your child in and out everyday. Your full name, time of day, and date must be included. This policy is mandated by the state of California.
7. The staff will report to Children’s protective Services or the Police Department as required by the state of penal code, any suspicion of abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.
8. Your child may be required to be removed immediately and without advanced knowledge from the program for consistent abusive, aggressive, harmful, or disruptive behavior, or if the school cannot protect and guarantee the safety of the student.

## ADMISSION

Students are admitted on the basis of one full year (August 21-May 31). The ages served are 3-4 year olds. Some younger children may be admitted on a case-by-case basis. Students **MUST** be potty trained to be admitted to the preschool. State and school required forms contained in the student’s file:

Admission Agreement (LIC 101)
Registration Form (LIC 100)
Child’s Preadmission Health History (LIC 702)
Identification & Emergency Information (LIC 700)
Physician’s Report (LIC 701)
Consent for Medical Treatment (LIC 627)
Personal Rights (LIC 613 A)
Notification of Parents’ Rights (LIC 995)

## FINANCIAL INFORMATION

A non-refundable annual **registration fee of \$150** is due at the time of enrollment. This fee guarantees a space for your child. Monthly tuition is due on or before the 1<sup>st</sup> of each month for the following month. Our bookkeeper will email you a statement at the end of the month reflecting your tuition account. Tuition is based on the actual days the school is open during the year and divided evenly over 10 months. Credit on tuition or pro-rated tuition will not be given for absence from school, vacation taken during the school year, for winter holidays or spring breaks, etc. Your monthly tuition is noted on your application for enrollment. A written 30-day notice is required for any schedule changes or withdrawals. Parents will be given a 30-day notice for any changes in tuition. A \$25 late fee will be charged for tuition payments not received by the 5<sup>th</sup> of the month. A \$25.00 charge will be billed for all checks returned by the bank as “non-sufficient funds”. A child will not be able to attend if you fall behind on a month’s payment. Accounts 6 weeks delinquent will be sent to collections and the parent/guardian will be asked to withdraw the child from the program.

All parents/guardians must sign in and sign out when dropping off/picking up a student. There will be a \$25 daily charge for not signing in and out per day.

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The school closes promptly at 4:30pm. Late pick up charges will be due the following day at drop-off @ \$5.00/minute late.

## **REFUND POLICY**

Tuition payments are not refundable however, if your child is terminated for any reason, tuition will be applied through the last day of attendance. If you choose to withdraw your child, you are still responsible for 30 days of tuition from the date you notify PHCPS.

## **HOURS & DAYS OF OPERATION**

Pleasant Hill Christian Preschool operates 8:30am to 4:30pm, Monday through Friday. Pleasant Hill Christian Preschool is closed on the following days:

September 4, Labor Day

September 22, Teacher Inservice Day

November 10, Veterans Day

November 20-24, Thanksgiving Week

December 28-January 1, Christmas Vacation

January 15, Martin Luther King Jr. Day

February 16-19, Presidents Weekend

March 18-24, Spring Break

March 29-April 1, Easter Weekend

May 27, Memorial Day

- Summer Hours follow the PHCS academic calendar. However, some additional summer hours may be added determined on a community needs basis. A Parent poll will be taken at the end of January and dates for care to be offered will be determined and communicated by the end of March.
- First Day of School is August 21, 2023.
- Three floater days may be scheduled to accommodate teacher training/work days. You will be given prior notice when dates are finalized.
- In addition, when local school districts close for any reason, such as flooding, fire danger, smoke or power outages we will close as well.

## **ENROLLMENT TERMS**

All children enter school on a 30-day trial basis to ensure appropriate adjustment. Pleasant Hill Christian Preschool reserves the right to exclude any child from attendance temporarily or permanently, under the circumstances deemed in the sole and exclusive discretion of the school, to be interfering with health, safety or educational development of the child or any other children. A 30-day written notice and payment of one month's tuition is required to remove your children from the program and relieve you of your financial responsibility. Pleasant Hill Christian Preschool will issue a dated Withdrawal Notice/Schedule of Change Request Form. Our contract is a legally binding agreement and all terms and conditions will be enforced. The school may request termination of your placement with a 30-day written notice if any of the policies outlined above are not met or if continued enrollment is not in the best interest of the child or program.

## **DISENROLLING & DISMISSAL**

All students are subject to termination from the school after biting or hurting students more than one time. If a student has bitten or hurt himself or someone else, a mandatory parent conference and action plan will be required. The termination policy also applies to parents for not following school rules and regulations. If PHCPS does not have sufficient resources to address behavioral or medical issues, students will be terminated with 1 week's notice.

Any other non-safety related behavioral issues will be addressed in a parent conference. The director will reach out to parents/guardians with a phone call, an email and finally a conference. The child's teacher may be involved in the resolution. If no resolution can be reached, students will be terminated with 1 week's notice.

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**PAYMENT OPTIONS (see different tuition rates in table above)**

Monthly tuition is due with check, money order, or cash. You may also elect to pay online from our website [www.phcs.org](http://www.phcs.org) under the donate button and select Pay Tuition.

I/We have read this financial agreement, and hereby agree to pay all tuition in a timely manner.

**\*\*Please Note:** In two-parent/guardian families, both signatures are required.

\_\_\_\_\_  
Father/Guardian Printed Name

\_\_\_\_\_  
Mother/Guardian Printed Name

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

*Whole-hearted, Timeless Excellence in Christian Early Childhood —Luke 10:27*

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