



26231 Silver Spur Road, Rancho Palos Verdes, CA 90275 Tel (310) 373-6083 Fax (310) 378-7729 www.ALCPreschool.org

## 2017 – 2018 ADMISSION AGREEMENT

Please read carefully and initial where indicated.

### 1. BASIC SERVICES

- 1.1 The school provides a program of activities, care and supervision designed to meet the developmental needs of 2 through 6 year old children. The school includes supervised active and quiet play, teacher directed activities, encouragement of acceptable behavior and discouragement of unacceptable behavior, assistance in daily hygiene and personal grooming and a set of rules for the protection of child in participating in such programs. A snack will be served mid-morning. Please note that the School will care for only those children whose individual needs it is able to meet.
- 1.2 The school admits students of any race, color, and national or ethnic origin.
- 1.3 Assistance with taking medication will be given, provided the School has parent's written approval and instructions, and the medication comes to School in the original prescription bottle with the child's name, current date and all the information necessary for the School to give the medication properly. Over the counter medications will not be given without a note from the doctor on the doctor's stationery.

### 2. OPTIONAL SERVICE \_\_\_\_\_ initial

- 2.1 Day Care is available Monday through Friday, 8am – 9am at no charge and 12:30pm – 4pm at the rate of \$6 per ½ hour or portion thereof, except Holidays, Open House Day and Teacher's In-Service Days. The school reserves the right to cancel Day Care within 24 hours notice.

### 3. PAYMENT PROVISIONS \_\_\_\_\_ initial

- 3.1 Tuition is an annual tuition, payable in 10 equal monthly installments. Parents shall pay the School the amount agreed upon by the parent and the School for the child to attend 2, 3, or 5 days each week. No allowance shall be made for absence from class due to illness or other circumstance.
- 3.2 A non-refundable Registration Fee of \$150.00 shall be paid to the School. This registration fee must be paid at the time of registration each year or before a child attends school.
- 3.3 A Security Deposit shall be paid at the time of registration, and is non-refundable after July 1, 2017. This security deposit will remain a security deposit until June 1, 2018 at which time it will become the June 2018 tuition payment.
- 3.4 A Materials Fee of \$150 shall be paid to the School annually. This materials fee must be paid at the time of registration each year or before a child attends school.
- 3.5 Payment of the monthly tuition and any Day Care fees incurred in the previous month are due on the first calendar day of each of the 10 calendar months.
- 3.6 Late Payment – If the school has not received payment from the parent or guardian for the monthly tuition and/or daycare fees on or before the **5<sup>th</sup> calendar day of the month, a late charge of \$50.00 will be assessed and if payment is still outstanding on the 10<sup>th</sup> an additional \$50.00 will be assessed.**
- 3.7 Delinquent Payments - We reserve the right to require an alternate payment schedule if a pattern of delinquent payments occurs.
- 3.8 Suspension and Termination for Late Payment – If tuition is one month in arrears, the student may be asked to not attend until payment in full is received. If tuition is two months in arrears, the student may be asked to withdraw.
- 3.9 Absence Policy – The monthly tuition is payable each month of the year regardless of whether the child is absent for any reason, including, but not limited to illness, vacation or school holidays.

**4. HOLIDAYS/DAYS CLOSED \_\_\_\_\_ initial**

The School generally follows the holiday schedule of the Palos Verdes Unified School District. The school may be closed up to 5 days due to Teacher In-Service and/or Teacher/Parent Conference Days. Notification will be provided during the school year.

**5. TERMINATION CONDITION \_\_\_\_\_ initial**

5.1 Immediate – The School may terminate a child’s enrollment in the School’s program immediately upon notice to parent of such termination, if any of the following conditions arise:

- (a) In the sole judgment of the School Director, child’s behavior threatens the physical or mental health or well-being of one or more of the other children at the School.
- (b) In the sole judgment of the School Director, any parent, in any way, prevents the school or staff members from carrying out its/her/his duties in a satisfactory manner.
- (c) In the sole judgment of the School Director, the school’s program does not meet the individual needs of the child.
- (d) In the sole judgment of the School Director, the child’s non-compliance of the rules would endanger his/her safety.

5.2 If the School terminates child’s enrollment pursuant to paragraphs above, the School will refund the security deposit and if such termination occurs mid-month, a portion of the monthly tuition paid by parent in advance for such month will be pro-rated on a daily basis for the remainder of such month.

5.3 If the Parent withdraws a child, the school needs to receive written notification. The registration fee, materials fee, security deposit and current month’s tuition is not refundable.

**6. TERM \_\_\_\_\_ initial**

This agreement shall be in effect for the school year of 2017 – 2018 or until the child is withdrawn from the School’s program by parent, unless terminated sooner in accordance with the provisions of this agreement.

**7. WAIVER OF COMPLIANCE \_\_\_\_\_ initial**

No right under this agreement shall be waived (lost) merely by delaying or failing to exercise it.

**8. STATE RIGHTS \_\_\_\_\_ initial**

The Department of Social Services or any agency authorized by it, shall have the right and authority to interview children attending school or School staff and to audit child’s or school’s records without notice or prior consent, to observe the physical condition of children attending school and to have a licensed medical professional physically examine the school children, as part of the Department’s regulation of licensed day care center. Parent acknowledges and understands such right.

The signature below as “Parent/Guardian” indicates this agreement has been read or has been read and explained to, the provisions of agreement and enter this agreement voluntarily.

\_\_\_\_\_  
**Child’s Name (Please print)**

\_\_\_\_\_  
**Parent/Guardian** **Date**

\_\_\_\_\_  
**School Director** **Date**