



**ADMISSIONS AGREEMENT  
2021/2022**

Annunciation Preschool provides preschool and child care services to families and children ages 2 to 6 years old.

**BASIC SERVICES AND RATES:**

PROGRAMS	TIMES	MONTHLY BASIC RATES
Part time preschool program	8:30am-11:30am	<ul style="list-style-type: none"><li>• \$260.00 p/m for Tuesday &amp; Thursday classes</li><li>• \$360.00 p/m for Monday, Wednesday, &amp; Friday classes</li><li>• \$530.00 p/m for classes five days a week</li></ul>
Full time preschool program	8:30am-2:30pm	<ul style="list-style-type: none"><li>• \$370.00 p/m for Tuesday &amp; Thursday classes ,</li><li>• \$460.00 p/m for Monday, Wednesday, &amp; Friday classes</li><li>• \$605.00 p/m for classes five days a week</li></ul>
Full time pre-kindergarten program	8:30am-2:30pm	\$725.00 p/m for classes five days a week
Extended preschool program	8:30am-5:30pm	<ul style="list-style-type: none"><li>• \$480.00 p/m for Tuesday &amp; Thursday classes</li><li>• \$610.00 p/m for Monday, Wednesday, &amp; Friday classes</li><li>• \$775.00 p/m for classes five days a week</li></ul>
Extended pre-kindergarten program	8:30am-5:30pm	\$775.00 p/m for classes five days a week

**ADDITIONAL FEES:**

- ☐ Registration fee of \$250.00 per year for each child. Please note that this fee is non-refundable.
- ☐ Pre-K Supply Fee of \$100 per year for each child enrolled in the Pre-K program. This fee is also non-refundable.
- ☐ Late fees are assessed on a monthly basis at the rate of \$10.00 per month or 20% of the account balance. The rate assessed is at the discretion of the Director.
- ☐ Bounced Check fees are \$20.00 per returned check. The Director reserves the right to request cash or money order payments on any account that accrues a returned check fee.
- ☐ Fundraiser fees are assessed for non or partial participation in our four mandatory yearly fundraisers. The fee reflects the financial obligation of that particular fundraiser.
- ☐ A late pick-up fee of \$1.00 per minute may be assessed if your child is not picked up at the designated program departure time (11:30 for Part Time; 2:30 for Full Time; and 5:30 for Extended Day).
- ☐ Families who repeatedly do not sign their child into or out of the program may be assessed a fee of \$25.00 per offense. This fee is at the discretion of the Director. Licensing has the authority to levy a fine to a preschool that has missing parent/guardian signatures.

**OTHER ENROLLMENT REQUIREMENTS:**

Families agree to fulfill the following additional commitment(s):

- ☐ Participation in four mandatory fundraisers during the preschool year (These include the fall kick-off fundraiser, the winter fundraiser, the spring fundraiser, and our end of year big raffle)
- ☐ An adult member of each family is expected to work the spring fundraiser
- ☐ Each family is required to sell 10 to 15 admittance tickets to our spring fundraiser (15 for families who have children enrolled five days a week)
- ☐ Unsold tickets will be assessed at the senior price and added to your monthly statement
- ☐ A penalty fee of \$100.00 per family is added to the registration fee for unserved parent hours for the year ending at the time registration is due.

**PAYMENT INFORMATION:**

Tuition rates are based on an eleven-month fee (August through June). Tuition and any fees are due on or before the 1<sup>st</sup> of each month.

Families have two payment options. Families may choose to:

- ☐ Pay August through June.
- ☐ Amortize June's payment and pay August through May.

An account is considered delinquent if the payment is received after the 15th of the month. If an account is delinquent over 60 days, a child's enrollment may be jeopardized. For special circumstances, arrangements must be made with the Director and/or Pastor. All monies owed to the school must be paid before a student can enroll for the following year

Students may not transfer from another Catholic school until all outstanding balances at the previous school are paid.

Annunciation Preschool sets tuition rates once a year prior to preschool registration in March as a courtesy to our families. This policy meets community care licensing regulations specified by the State of California.

Refunds may be granted under special circumstances and at the discretion of the Director.

See below for refunds related to Campus Closures.

**SCHOOL CAMPUS CLOSURE and COMMUNICATION**

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety. Unplanned school closure may occur for a variety of reasons.

If the school administration should deem the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Tuition will continue to be assessed at part time tuition rates and payments to be collected during all closures provided distance learning is provided.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

Should the school campus close and distance learning is not provided, the following refund policy will be in place:

- ☐ If a family paid in advance, the money will be applied to fees when the facility reopens
- ☐ If a family has not paid in advance, no charges will be applied.

**WITHDRAWALS:**

Each child will be enrolled for the entire school year or the balance of the school year. Two weeks prior notice must be given in writing, or two weeks tuition is payable upon your child's withdrawal from the program before June 24<sup>th</sup>, 2022. Tuition cannot be refunded after June 10<sup>th</sup>, 2022. Upon notice by parents/guardians, an exit interview must also take

place with the Director. Tuition will be prorated by day beginning two weeks after notice is given. Tuition will not be prorated for the two weeks immediately following notice.

All other fees/obligations will not be prorated. The annual registration fee is non-refundable.

#### **CONDITIONS UNDER WHICH THE AGREEMENT MAY BE TERMINATED.**

It is important to us that we have a good fit between your family and the Annunciation Preschool program. There are times when the preschool Director may recommend an alternative childcare program for you and your child. The following outlines some, but not all, of the possible scenarios:

1. Child will not benefit from continued participation in the Annunciation Preschool program.
2. Child and family's continued participation would make demands upon the program that cannot be met.
3. Parents/guardians have failed to meet the expectations of parents, which were agreed upon when the child was enrolled in the program.
4. Parents/guardians have failed to meet the obligations of the preschool, which were accepted upon when the child was enrolled in the program.
5. Parents/guardians have been uncooperative with the preschool staff, procedures and policies stated in the parent handbook.

#### **LICENSING REGULATIONS**

Regulation #101200 (Inspection Authority of the Department) of the Manual of Policies and Procedures, Community Care Licensing Division, Child Care Center, Title 22, Division 12, Chapter 1 states the following:

*"The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."*

#### **OTHER TERMS and CONDITIONS of this AGREEMENT:**

- ☐ The Director of Annunciation Preschool, or his/her designee, and the child's authorized representative shall sign and date the child's admission agreement no later than seven calendar days following admission.
- ☐ Modifications to the original admission agreement shall be made whenever circumstances covered in the agreement change, and shall be dated and signed by the persons specified above.
- ☐ Annunciation Preschool shall keep the original copy of the admission agreement and give a photocopy to the child's authorized representative.
- ☐ Annunciation Preschool shall comply with all terms and conditions set forth in the admission agreement.
- ☐ The admission agreement shall be automatically terminated by the death of the child. No liability or debt shall accrue after the date of death.

CHILD's FULL NAME		
PARENT's NAME		
PARENT's SIGNATURE		DATE:
PARENT's NAME		
PARENT's SIGNATURE		DATE:
DIRECTOR's NAME	Shannon Rodriguez	
DIRECTOR's SIGNATURE	<i>SRodriguez</i>	DATE: July 1, 2021