

Rancho Bernardo Community Presbyterian Church  
 Early Childhood Education Ministries  
 17010 Pomerado Road  
 San Diego, California 92128  
 (858) 487-0824

**Admission Agreement**  
**2009-2010 School Year**

Child's Name \_\_\_\_\_

**School Hours/Calendar**

**Funtastic**

Monday /Wednesday (Two year olds)	8:30-9:30 /10:30-11:30
Tuesday/Thursday (Two year olds)	8:30-9:30 /10:30-11:30
Tuesday/Thursday (Three year olds)	12:30-3:00

\*2 yr old Funtastic classes will extend to 1.5 hours during the year

**Preschool**

Monday/Wednesday/Friday	8:30-11:30 / 12:15- 3:15
Tuesday/Thursday	8:30-11:30 / 12:15-3:15
Monday – Thursday	8:30-11:30 / 12:15-3:15

The Preschool closely follows the Poway Unified School District school year calendar, observing similar holidays and vacation periods. Registered families will be given a Preschool year calendar in September.

**Tuition**

An annual, non-refundable Registration fee of \$95.00 shall be paid at the time of registration each year. Families can choose to pay based on a 9 month or 10 month payment schedule: Tuition fees are as follows:

	<b>9 Months</b>	<b>10 Months</b>
Two year old/ Two Day	\$100.00/month	\$90.00/month
Three year old/ Two Day	\$170.00/month	\$155.00/month
Tuesday/Thursday	\$200.00/month	\$180.00/month
Monday/Wednesday/Friday	\$275.00/month	\$250.00/month
Monday-Thursday	\$370.00/month	\$335.00/month

- Tuition is due on the 15<sup>th</sup> of each month with parents selecting either a 9 or 10 month payment schedule
- A two week notice is required in case of withdrawal. Tuition will be refunded if a two week notice is given and tuition paid shows a credit.
- No tuition allowance is made for absence.
- No tuition allowance is made for Preschool closure resulting from natural disasters including fires, earthquakes, floods, extreme weather or road conditions, or other similar acts of God.
- Tuition refund requests must be made in writing to the ECEM Committee.
- Tuition will not be increased without a 30 calendar day advance written notice of any basic rate change.

### **Snack Policies**

- The children will be served a snack each Preschool day. Parents are expected to periodically sign-up in their child's classroom to bring snack for their child's class.
- If a child requires a special diet, parents are asked to supply the desired food for their child's snack.
- Parents need to inform the Preschool staff of a child's allergies.

### **Parent Participation**

- Parent activities are planned throughout the year to promote parent-child-school communication and understanding; attendance is optional but **HIGHLY** recommended.
- Parents are welcome visitors to the Preschool.
- Preschool Parent Conferences are scheduled twice a year and/or as requested by the parent or teacher.

### **Required Forms**

The Community Care Licensing agency requires the following forms to be completed, signed, and on file with the Preschool :

- Identification and Emergency Information Form
- Child's Pre-Admission Health History---Parent's Report
- Physician's Report
- California School Immunization Record (child must have had 3 polio immunizations, 4 DPT, 1 MMR, HIB ( after one year of age), Hep B, Varicella, and a negative TB test within the past year).
- Signed Admission Agreement

### **State Rights**

- The Community Care Licensing agency has the authority to interview clients, including children, parents, or staff, and to inspect and audit client facility records without prior consent. The licensing agency has the authority to observe the physical condition of a child, including conditions which could indicate abuse or neglect, and to have a licensed medical professional examine a child.
- Community Care Licensing requires each family to be given the following forms:
  - o Parents Rights
  - o Personal Rights
  - o Facing The Facts: A Parent's Guide To The Understanding of Child Sexual Abuse
  - o Preschool Program Information

### **Photo and Video Policies**

- The Preschool Staff may take candid photographs and/or videos of my child for Preschool use only. \_\_\_\_\_ Yes \_\_\_\_\_ No
- Parents may take photos and video of their child during Preschool activities, but agree to be respectful in doing so and refrain from interfering with the Preschool activities.
- Parents agree not to take photos or video during Chapel, as it interferes with the children's concentration.
- Parents further agree that, to the extent any of their photos and videos include any Preschool children or siblings other than their own, that such photos will be used solely for personal, non-commercial, and appropriate uses.

- Many parents at the Preschool enjoy sharing photos and videos of Preschool events with other Preschool parents via Internet-based sharing websites, such as Snapfish, Costco, You Tube, etc. Any parent who does NOT want pictures or video clips including their child posted on any such Internet-based sharing site agrees to inform the parents of each of their child's classmates of such preference via email or via a writing distributed in each class member's bucket. Permission for such posting is presumed absent such notification. Parents agree to use their best efforts to abide by other parents' stated preferences regarding Internet-based posting. All parents agree that neither the Preschool nor any parent shall be liable for any inadvertent posting.

**Basic Services**

- Permission is given for our name, address and phone number to be included in the RBCPC Early Childhood Education Family Directory. \_\_\_\_\_Yes \_\_\_\_\_No
- Preschool Staff members may administer simple first aid treatment to my child. \_\_\_\_\_Yes \_\_\_\_\_No

**Termination**

This agreement will be terminated when the child can no longer benefit from this Preschool program as determined by the Preschool Director, Staff, Committee, and/or parents.

**I understand the above information and agree to the terms of this agreement.**

**Parent/Guardian**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Preschool Representative**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY CELL PHONE (858) 583-4862**

Please note: For tax purposes, RBCPC Preschool's Federal Tax ID # is 95-2371071.

Local Licensing Agency:

Department of Social Services, Community Care Licensing

8765 Aero Drive, Suite 300

San Diego, California 92123

(619) 467-4388

Updated 1/26/09