

Village Infant/Toddler Center and Preschool

Admission Agreement for School Year 2024-2025

This Admission Agreement is by and between Village Infant/Toddler Center & Preschool

and _____ and _____
(Parent/Guardian's (1) Full Name) (Parent/Guardian's (2) Full Name)

Parent/Guardians(s) hereby enroll _____
(Child's Full Name)

in Village Infant/Toddler Center and Preschool, a childcare center licensed under the California Department of Social Services (Facility Number 191202174 and 197404630), for the year beginning February 2024 and ending June 2025.

The Infant/Toddler Center and Preschool agrees to provide the following basic services to children aged from 6 weeks up to entering Kindergarten:

- Non-medical care, including morning and afternoon snacks as well as lunch
- A set of rules to protect children, assistance in dressing children and other personal hygiene activities when necessary;
- Supervision of Child's activities and schedule;
- Isolated care in the event Child becomes ill at the infant/toddler center or preschool. Parent shall be notified of such illness and Parent shall have child removed from Village Infant/Toddler Center and Preschool within 1 1/2 hours. Isolated care will be in the Director's office, which affords easy supervision by staff.

The Village Infant/Toddler Center and Preschool will provide the following **schedule** for said Child:

Half-day

| | | |
|---------------------------------|----------------|-----------------|
| _____ Monday through Friday | 8:00am-12:00pm | (5 day program) |
| _____ Monday, Wednesday, Friday | 8:00am-12:00pm | (3 day program) |
| _____ Tuesday, Thursday | 8:00am-12:00pm | (2 day program) |

Full-day

| | | |
|---------------------------------|---------------|-----------------|
| _____ Monday through Friday | 7:00am-6:00pm | (5 day program) |
| _____ Monday, Wednesday, Friday | 7:00am-6:00pm | (3 day program) |
| _____ Tuesday, Thursday | 7:00am-6:00pm | (2 day program) |

Tuition and Financial Responsibility

The tuition rates and registration fees for the above scheduled programs are as follows

One Time Child Registration Fee: \$200.00, which is non-refundable
½ of first month tuition: non-refundable

Annual Re-registration Fee: \$100.00, which is non-refundable

Sibling Discount: 10% discount per month on lowest tuition

Monthly tuition

Infant/Toddler Center

| | Half Day (8:00am-12:00pm) | Full Day (7:00am-6:00pm) |
|--------|------------------------------|-----------------------------|
| 5 days | \$1,336.00 | \$1,484.00 |
| 3 days | \$1,158.00 | \$1,292.00 |
| 2 days | \$974.00 | \$1112.00 |

2-Year Olds

| | | |
|--------|----------|-----------|
| 5 days | \$942.00 | \$1086.00 |
| 3 days | \$768.00 | \$854.00 |
| 2 days | \$708.00 | \$778.00 |

3-entering Kindergarten

| | | |
|--------|----------|-----------|
| 5days | \$914.00 | \$1049.00 |
| 3 days | \$726.00 | \$825.00 |
| 2 days | \$678.00 | \$738.00 |

The registration fee is due at the time of enrollment and should be made by check or via the online portal. The online source is easy to set up and can be accessed at:

<https://www.simplechurchgiving.net/dl/?uid=vill3216152>

Parents will pay tuition:

- Full online or check payment of tuition by the 1st of the month
- If payments are not made by the 1st of the month there will be a \$25.00 charge added to your next month's bill

Parents/Guardians understand that the tuition has been calculated on the basis of a full school year. There will be no reduction for being absent due to vacation or illness, or for days that fall on a holiday.

Parents/Guardians understand and agree that in the event of default on any payment herein agreed, the Village Infant/Toddler Center and Preschool may terminate child's enrollment.

Parents/Guardians further understand that **30-day written notice and full payment must be submitted when withdrawing Child from the Village Infant/Toddler Center and Preschool** prior to departure.

Financial responsibility for medical care obtained on an emergency basis by Village Infant/Toddler Center and Preschool will be that of the Parent. Likewise, if the Parent/Guardian requests services above and beyond the regular duties of the teacher or director, such as completion of consultation forms, letters of reference or evaluation, attendance at meetings or hearings, parent agrees to be responsible for the costs incurred and reimburse Village Infant/Toddler Center and Preschool for salaries, taxes, benefits, and transportation.

Hourly Rate for Occasional Services

Any extra days that a child is at the Village Infant/Toddler Center and Preschool the Parent/Guardian will be responsible for the additional daily charge of \$115.00 for the Infant/Toddler program and \$85.00 Preschool.

Holidays

Village Infant/Toddler Center and Preschool will not be open on the following days. A calendar will be provided in August of 2023:

| | | |
|--|--|----------------------------|
| Martin Luther King's Birthday | President's Day | July 4th |
| Good Friday | Memorial Day | Juneteenth |
| Independence Day | | Labor Day |
| Veteran's Day | 2 Staff Development Days | |
| Thanksgiving (Wednesday-Friday) | Christmas Break (Christmas Eve –New Year's Day) | |

Duty to Report Child Abuse

Parent/Guardian is hereby advised that staff members of Village Infant/Toddler Center and Preschool are mandated reporters and, as such, are required to report to the Department of Social Services any known or reasonably suspected instance of child abuse. The Department of Social Services shall have the authority to interview children or staff, and to inspect and audit child or faculty records without prior consent. Village Infant/Toddler Center and Preschool shall make provisions for private interviews with any child or staff member, or for the examination of all records relating to the operation of the facility. The Department of Social Services shall have the authority to observe physical conditions of the child including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

Confidentiality Issues

Photographs and videos may be taken of the child during the course of the school year, both by the staff and by other parents for non-commercial use. A professional photographer may also take photographs and they will be made available to the parent for purchase. If Parent objects to any of these actions, alternate arrangements will be made.

Additional Fees:**Program Change Fees**

There will be a service charge of \$20.00 for the first change made during the school year to Child's schedule. There will be a \$30.00 charge for each subsequent change made during the school year.

Missing Signature Fees

There will be a penalty for every signature missing on the daily Sign-in/Sign-out sheets or digital sign in. Parents/Guardians will be charged \$5.00 for the first and second missing signature and \$20.00 for each additional missing signature. These signatures are REQUIRED by the department of Social Services and the Village Infant/Toddler Center and Preschool is subject to penalty for missing signatures.

Termination Conditions

Village Infant/Toddler Center and Preschool may terminate a child's enrollment for the following reasons:

- The Child's behavior threatens the well-being of the other children or adults at Village Infant/Toddler Center and Preschool;
- Parent's /Guardian's behavior is disruptive, destructive, or detrimental to the integrity of Village Infant/Toddler Center and Preschool and its philosophy and teachings as a Christian school;
- Tuition payments are not paid within the required time;
- Village Infant/Toddler Center and Preschool is unable to reasonably meet the developmental or special needs of the Child, with or without reasonable accommodations;
- Parent/Guardian fails to supply items needed for the care and comfort of their Child, as defined in the Parent Handbook;
- The Village Infant/Toddler Center and Preschool terminates Village Infant/Toddler Center and Preschool Program.

The Village Infant/Toddler Center and Preschool will refund any unused portion of tuition, in the case of termination as listed above.

Additional Documents and Forms

The following list of documents and forms need to be completed before Child's enrollment is complete and is considered part of the Admission Agreement. These constitute the Child's file and Parents certify that all the information herein is correct and will be updated as needed.

| | |
|--|-------------------------------------|
| Consent to Photograph and Release of Liability | Child Intake Sheet |
| Personal Rights (for child) | Walking Permission Slip |
| Physician's Report (for child) | Notification of Parent's Rights |
| Consent for Medical Treatment | Admission Agreement |
| Identification/Emergency Information | Enrollment Application |
| Child Abuse Prevention Pamphlet Receipt | Registration Form |
| St. Joseph Hospital Form | Child's Preadmission Health History |
| Receipt of Parent Handbook | |

Release of Child

Parents/Guardians will provide a list of individuals authorized to pick up Child from Village Infant/Toddler Center and Preschool (Authorized Representatives).

Parent/Guardian agrees to notify Village Infant/Toddler Center and Preschool **in advance, in writing**, each day that anyone other than the Parent/Guardian or Authorized Representative will pick up Child from Village Infant/Toddler Center and Preschool. Child **will not** be released to **any individual** for whom Village Infant/Toddler Center and Preschool has not received prior written authorization from Parent/Guardian.

Sign-in/Sign-out

Parent/Guardian agrees to sign-in and sign-out, using their full name, each day Child attends and will not leave Child at the site without making personal contact with a teacher.

This Agreement along with the Parent Handbook constitutes the entire agreement. Village Infant/Toddler Center and Preschool reserves the right to modify this agreement at anytime by giving a thirty (30) day written notice. This policy is effective as of June 2024 for returning students and effective as of February 2024 for new enrollments.

Parents:

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Village Infant/Toddler Center and Preschool:

Signature of Director

Date