

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

Admission Agreement
2010-2011 School Year

Child's Name _____

School Calendar:

- The first week of Preschool will start on Tuesday, September 7, 2010. The last week of Preschool will be June 6-10, 2011.
- The Preschool closely follows the Poway Unified School District school year calendar, observing similar holidays and vacation periods. A full schedule of observed holidays and vacations will be provided to parents at the beginning of the Preschool year.

School Days/Hours:

Two Year Olds:

Monday /Wednesday	8:30-10:00 or 10:30-12:00
Tuesday/Thursday	8:30-10:00 or 10:30-12:00
Friday	8:30-10:30

Three Year Olds:

Tuesday/Thursday	12:30-3:00
Tuesday/Thursday	8:30-11:30 or 12:30-3:30
Monday/Wednesday/Friday	12:30-3:30

Four and Five Year Olds:

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

Tuition:

- An annual, non-refundable Registration fee of \$95.00 shall be paid at the time of registration.
- Tuition fees, based on a 10 month payment schedule, are as follows:

One Day/Two Year Olds	\$ 65.00
Two Day/Two Year Olds	\$ 95.00
Two Day /2-1/2 hour	\$155.00
Two Day/3 hour	\$185.00
Three Day	\$260.00
Four Day	\$350.00
- Tuition may be paid by cash, check or electronic withdrawal on a 10 month payment schedule. Tuition is due on the 1st of each month for 10 payments running from September 2010 – June 2011.
- No tuition allowance is made for absence or Preschool closure due to natural disasters including flood, fire, earthquake, extreme weather or road conditions or other similar acts of God.
- A two week notice is required in case of withdrawal. Unused tuition will be refunded if requested in writing, provided a two week notice of withdrawal is given.

Parent Participation:

- Parents are welcome visitors to the Preschool.
- Parent Conferences are scheduled twice a year for three, four and five year old children. Conferences for two year olds can be scheduled on an as needed basis.

Notice of 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.

First Aid:

- Preschool Staff members may administer simple first aid treatment to my child.

(OVER)

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.
- Peanut foods are not permitted on the Preschool campus.

Photo, Video and Contact Information Policies:

- The Preschool Staff may take candid photographs and/or videos of children for Preschool use only. Permission to take such photographs is presumed absent a parent's written notice to the Preschool to the contrary.
- 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 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 and staff 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 Preschool and 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.
- Room coordinators will be provided with parents' name, address, phone number and email address for use in distributed class rosters and Preschool-related activities. Permission to provide such information is presumed unless a parent notifies the Preschool in writing to the contrary.

Forms Required by the Community Care Licensing agency (attached, keep for your records):

- Parents' Rights (keep top portion, sign and return bottom cut-off)
- Personal Rights
- Facing the Facts, a Parent's Guide to The Understanding of Child Sexual Abuse
- Preschool Program Information

Forms Required by the Preschool (attached, complete and return):

- This Admission Agreement (parents are encouraged to keep a copy of this Agreement, or to request that the Preschool make a copy for them)
- Identification and Emergency Health Information Form
- Child's Pre-Admission Health History – Parent's Report
- Medical Release
- Physician's Report
- Child Blood Lead Test Compliance Form
- Photocopy of Child's California School Immunization Record showing the following immunizations: 3 polio; 4 DPT; 1 MMR; 1 HIB; 2 Hep B; Varicella; negative TB/physician-passed TB
- Electronic Funds Tuition Withdrawal Form (if electronic withdrawal is desired)

Termination:

- This Agreement may be terminated when the child can no longer benefit from this Preschool program as determined by the Preschool Director, Staff, Committee, or parents.

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

Parent/Guardian Signature _____ Date _____

Preschool Representative Signature _____ Date _____

RBCPC Preschool EMERGENCY CELL PHONE (858) 583-4862

Local Licensing Agency:
Department of Social Services, Community Care Licensing
8765 Aero Drive, Suite 300
San Diego, California 92123
(619) 467-4388