

ADMISSION AGREEMENT

Child's Name _____ Birth date _____

Parent's Name _____

PROGRAM DESCRIPTION

EvFree Preschool is a combination child care center licensed by the State of California, which serves children from 6 weeks old through six years of age.

PRESCHOOL CENTER

Ages: 2 years through 6 years

TODDLER OPTION

Ages: 6 weeks through 24 months

DAYS: (PLEASE SELECT ONE)

2 DAYS T/TH

3 DAYS M/W/F

4 DAYS M T W TH F

5 DAYS M-F

HOURS: (PLEASE SELECT ALL THAT APPLY)

Early drop-off 8:00 a.m.

9:00 a.m to 1:00 p.m.

Extended hours 1:00-3:00 p.m.

Extended hours 1:00-5:00 p.m.

STATEMENT OF ADMISSION POLICY

1. The EvFree Preschool program welcomes children of any race, color, religion, ancestry or national origin.
2. We will accept children from six weeks through six years of age. However a child's chronological age is not the absolute criteria for admission. Many children are not ready to leave their parents regardless of their age. This will be determined in the child's first few weeks of school.
3. A child who is physically handicapped, mentally disordered or developmentally disabled shall not be accepted unless it is determined that (1) the preschool staff is able to meet the individual needs of the child, and (2) there will be no adverse effect upon other children, either through direct behavior or through requiring staff time needed for other children.

BASIC SERVICES

The EvFree Preschool program will provide:

1. A safe, healthy and loving child care environment,
2. Age appropriate activities in the areas of art, music, movement, science and nature that will stimulate the child's development and spiritual growth.

FIELD TRIPS

Occasionally field trips will be planned by the four and five year old classes to coordinate with a particular area of learning. Permission slips must be signed by the child's parent or legal guardian before a child is allowed to participate in a school-sponsored event off campus. Walking field trips only will be offered.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

FOOD SERVICES - SNACKS

Snacks are served mid-morning. Options for providing snack are:

1. Each child furnishes their own snack.
2. Parents will provide snack on a rotation basis. The teacher will be responsible for posting the sign-up list.
3. The teacher will provide snack through a cooking experience in the classroom. Parents may be asked to donate ingredients; the teacher will be responsible for posting the sign-up list. Typical snacks might include fruit, vegetables, cheese, crackers, raisins, nuts and trail mix. Water will be provided.

FOOD SERVICES - LUNCH

Lunch is provided by the parents. Food provided in lunches should be nutritious and well-balanced. Fruit, vegetables, cheese, sandwiches and granola bars are among the choices of food that are appropriate. Do include a drink and ice pack. If you do not bring a lunch, you can purchase on in The Well located in The Commons building.

MEDICAL ASSESSMENT

California State Law requires that a Physician's Report (enclosed) be completed and signed by a doctor before a child enters school, A TB (tuberculosis) test is required also.

IMMUNIZATIONS

Prior to the child's first date of attendance, documentation of the following immunizations are required:

DPT immunizations (first, second, third & fourth)

Polio immunizations (first, second, third)

Measles immunizations

Mumps immunizations - After 1 year of age

Rubella immunizations

Hepatitis B

Varicella

Hib Meningitis

BIRTH CERTIFICATE

A copy of the student's birth certificate is required for each student entering preschool.

FINANCIAL POLICIES

In order to maintain a high quality of education for your child, it is necessary that tuition be paid for the days your child is enrolled. Our teachers are hired on the assumption that your child will be in our school; when he/she is absent, and payment is not made for that day, our financial structure is upset. In order to be fair to the parent as well as protect our financial structure, the following policies have been set:

1. Our program is non-profit and self-supporting. All tuitions are a monthly, flat-rate basis only.
2. A check will be accepted from 8:30 a.m. to 5:00 p.m. by the Director or Administrative Assistant in the office. Payments by credit card or checking account transactions can be made through the Brightwheel app.
3. All fees and tuition are paid in advance.
4. Tuition is due by the 10th of every month; this amount does not change regardless of holidays or attendance.
5. A late fee of \$ 10.00 will be added to any payment made after the 10th of the month. If payment is not made by the 20th day of the month, enrollment may be interrupted.
6. A service charge of \$25.00 will be assessed for each check issued to the program that is returned by the bank.
7. A fee for late pickup of your child will be charged beginning at 5:15 p.m. The late fee is \$ 1.00 per minute. Our license does not allow us to care for children after 5:00 p.m. If you should have an emergency, please call the office at 714-257-4302.

REGISTRATION

There is an annual non-refundable registration fee of \$150 for new children and \$100 for returning children. The registration fee must be paid in full before accepting a child into our program.

WITHDRAWAL

A limited budget demands that the school operates on a capacity level, thus, two weeks written notice must be given if your child is to be withdrawn, If this notice is not given, you will be charged for an additional two weeks.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

TUITION CHANGES

1. If a change of tuition rate occurs, the parent must have 30 days notice prior to change.
2. Any request to change attendance days must be submitted in writing and will commence the following month.

REFUND CONDITIONS

1. The registration fee is non-refundable.
2. If your child is absent, your tuition is non-refundable for the day or days they were absent from the program.

INSPECTIONS

1. According to the Health and Safety Code, Licensing has the right to inspect the EvFree Preschool program and its facility.

Parent Signature _____ Date _____

Parent Signature _____ Date _____