

St. Joseph Preschool and Childcare
2258 Hawthorne St.
Sacramento, CA 95815

PRESCHOOL REGISTRATION

Child's Name: _____ Starting Date: _____
Last First

The non-refundable registration fee is \$100:00. Students will be assessed a registration fee each year on the starting date noted above.

TUITION PAYMENT

Tuition is due and payable on the first of each month. Payments not received by the 10th of the month will be assessed a \$15.00 late fee. Nonpayment may result in your child being withdrawn from school. There will be no refunds.

Returned checks will be subject to a processing fee of \$25.00 and will not be processed through the financial institution again. Returned checks that result in overdue tuition will be subject to the late fee and the returned check fee. If more than two checks are returned within a calendar year, payments in the form of cash or money orders will be required.

If an account is delinquent for two weeks, the school will contact the parents. If an account is not brought current or arrangements have not been made to do so within 48 hours, the child will be withdrawn from the program and their enrollment spot will be given to the next child on the waiting list.

If the account is not paid current within ten days or payment arrangements made in writing, St. Joseph Preschool will choose an appropriate method for final collection, which will be pursued. St. Joseph Preschool will be entitled to receive, in addition to tuition and fee, any costs incurred in the collection process.

1. NOTIFICATION OF WITHDRAWAL

Parents must provide at least **two weeks written notice to withdraw from the program.** If this does not occur, all fees will be charged as usual. **VACATIONS MAY NOT BE USED IN LIEU OF WITHDRAWAL NOTICE.**

2. PROGRAM CHANGES

Tuition increases are usually assessed once a year. Thirty day written notice will be given prior to increasing tuition. Tuition fees are based on a full year operating budget. The tuition payment is to reserve your child's place at the center and must be paid whether or not your child is in attendance. **We do not make up days or give credit for time missed; this includes holidays/ teacher in-service days. Thirty Day written notification will be given if there are any modifications to the program.**

3. DEFINITION OF FULL, SCHOOL AND HALF DAYS

Full days are defined as weekdays from 7:00a.m-6:00p.m. School days are defined as weekdays from 8:00 a.m. - 3: p.m. Half days are defined as weekdays from 8:00 a.m.-11:30 a.m.

4. PENALTIES FOR LATE PICKUP

Parents who do not pick up their children by the end of the school day will be assessed a late fee of \$2.00 per minute. Parents who pick up their children late more than five times may be asked to withdraw from the program.

5. NOTIFICATION OF CHANGES

The Director must approve all changes in your child's schedule. Parents must provide at least two weeks written notice for all changes to their children's schedule. Changes will not be permitted for the purpose of avoiding established holidays/teacher in service days. Holidays are outlined in the Parent Handbook. In addition to these holidays, it may be necessary to be closed for teacher in-service days, which are subject to change. The center will provide advance notification of these days as they occur.

6. VACATION/ SICK DAYS

Students that are enrolled in the full time program (7am-6pm) and attend 5 days a week are eligible for vacation credit. A child must be enrolled continuously for twelve months prior in order to be eligible. Vacation notice must be given in writing at least two weeks in advance. Vacation days must be taken in full week blocks.

7. ABSENCE

No tuition credit, or make up day allowance will be made for absences or vacation days.

8. SIGN IN/SIGN OUT PROCEDURES

The school requires that parents must sign in/out each time they drop off or pick up their children. Times and signatures are required on the sign in log. Please note: Initials are not accepted.

9. SECURITY

Children will be released to those persons whose names are listed on the Identification and Emergency Information form. The School must be given advance written notice of the names of any person who will pick up your children. Photo identification or drivers license is required of anyone picking up children at any time.

10. IMMUNIZATION HISTORY AND PHYSICAL REPORT

Parents must provide proof of up to date immunizations before their children begin school. The Physician's Report must be completed by your child's health care provider and returned to the school within 30 days of the child's start date.

11. EMERGENCY CONTACT INFORMATION

At least one of the persons named on the "Identification and Emergency form" must be able to be contacted immediately and able to pickup your child/children within one hour of notification of an emergency. In the event of an accident of a medical emergency, attempts will be made to contact parents first, then the emergency contact persons. If these efforts are unsuccessful, an attempt will be made to reach the child's physician and the physician's advice will be taken. If this or immediate medical attention is required it will be provided at the parents expense. Permission to discuss the child's condition and/ or medical history under these circumstance, or for required medical attention, is hereby granted as part of this agreement.

APPROVALS

The signature (s) below hereby authorize St. Joseph to provide immediate medical attention for the child if necessary.

The undersigned have read and understand the attached Admission Agreement and terms and conditions outlined in this Registration Agreement.

Signature of Parent/ Guardian: _____ Date: _____

Printed Name: _____ Date: _____

Signature of Parent/ Guardian: _____ Date: _____

Printed Name: _____

Signature of Director: _____ Date: _____