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**2015-2016 ADMISSIONS AGREEMENT**

**REGISTRATION**

The registration fee of $100 per child is a non-refundable deposit to reserve a place for your child and covers the cost of materials, registration processing, and insurance. This is to be paid before or at the time of enrollment and is non-refundable. Enrollment is complete when the following requirements are met:

1. All registration and medical forms are filled out completely, signed, and returned.
2. Your child is at least two years old.
3. Registration fee and 1st month's tuition are paid in full.

**TUITION**

Tuition payments are made monthly and are due in full on the first school day of each month. Payments can be made by check or money order, and should be made out to **Infusion Church**. There will be a $40 fee for any returned check. Money orders will be required as payment after two checks are returned for non-sufficient funds. In the event of a tuition increase, parents will be notified no less than 30 days in advance of the increase.

**PRESCHOOL MONTHLY TUITION**

Tuition paid in full by the 1st of the month receives a $15 discount.

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| --- | --- | --- | --- |
| **Full Day =over 4 hours** | **Monthly Rate** | **Half Day** | **Monthly Rate** |
| **5 full days a week** | **$646.00** | **5 half days a week** | **$482.00** |
| **3 full days a week** | **$477.00** | **3 half days a week** | **$360.00** |

**LATE TUITION PAYMENTS**

A late fee of $15 applies to late tuition. Parents who are habitually delinquent in payment of the tuition are advised that possible suspension of child-care will result. All tuition must be paid in full before the 5th of each month to continue attending class (this is a board requirement).

**REFUND POLICY**

There is no refund of registration or tuition paid if a child does not attend school.

**HOURS**

We are open Monday through Friday from 6:30am to 6:00pm for all full time students and 8:30am-12:30pm for half day students. There will be a late pick up penalty fee of $15.00 for each 15 minutes (or portion of) after your scheduled pick up. Please see our Parent Handbook for our late pick up notifications and procedures. Our closing policy is strictly adhered to.

**HOLIDAYS**

We observe all legal holidays. There will be two days off for the Thanksgiving holiday (Thanksgiving and the Friday following). The Preschool will be closed over the Christmas holidays beginning on December 25, Christmas Day, through January 1st. School resumes on the first business day following January 1st. You will be given a calendar with all school closures at registration.

**RIGHTS OF LICENSING AGENCY**

The licensing agency has the right to come in, observe and/or inspect, and speak to the children at any time at their discretion.

**RELIGIOUS INFLUENCE**

At Infusion Christian Preschool we teach that each child is a special creation of God. Everyday our curriculum includes Christian songs, Bible readings and re-telling of Bible stories to teach and reinforce Christian values.

**NON-DISCRIMINATION POLICY**

The school admits students of any race, religion, or ethnic origin to all the rights, privileges, responsibilities, programs and activities generally accorded to or made available to students at the school provided that students meet our academic entrance requirements and agree to abide by the policies of the school.

**LUNCHES AND SNACKS**

We provide a morning and mid-afternoon snack. Parents must provide a nutritious lunch daily.

**MEDICAL/MEDICATION**

It is a state requirement that all children have a complete physical by the doctor of your choice and submit an immunization record before entrance to the preschool is granted. The necessary form is in your New Student File.

If your child needs to take prescription medication while at school, you must do the following: Bring the medication in the original prescription container with the pharmacy label showing the child's name and all pertinent directions and dosages. Also, please label the bottle with your child’s name in large letters with a black marking pen.

Each day medicine is to be administered, you will need to sign and complete the information on the medicine form. WE WILL NOT administer medicine without your signature on the medicine form. This is a state law. A form must be filled out and signed by both the parent and director. If the school is not comfortable with giving the medication we will not sign the agreement and the parents will be responsible for coming and administering the medicine to their child.

Vitamins and other medication, which could be taken outside of school hours, will not be administered at school. **Please DO NOT put medicine in your child's lunch box!**

**ILLNESS**

Children running a fever or having a contagious illness will not be allowed to attend preschool for the duration of the fever or illness. If a child develops a fever at preschool, the parent will either need to pick up the child or make arrangements to have the child picked up as soon as possible. If the child has diarrhea or is throwing up, we will ask you to pick them up keep them home until they are back to having normal bowel movements. A child must be symptom-free for 24 hours before he or she may return to school. Please see the Parent Handbook for more details on our illness policies.

**VISITING POLICY** We believe in an open door policy. We invite the parents to come and visit in their child's classrooms at any time during our regular operating hours.

**DISCIPLINE AND DISMISSAL**

We observe the following disciplinary procedures:

1. Reminders, distraction, and encouragement.
2. Time out: Child is removed from group surroundings or the child is sent to director's office.
3. Parent is called and asked to pick up child from the school. A conference between parent and director is requested.

If an equitable and satisfactory solution cannot be reached, the director has the authority to dismiss the child. If there is not 100% cooperation from the parents with any staff then the director has the right to dismiss the child. We believe that all children should demonstrate respect for each other, respect for their teachers, and respect for their school. We will encourage and expect this behavior for every student attending. Therefore, if a child continually demonstrates an inability to get along with other children by biting, spitting, pushing, hitting, kicking etc. and/or showing no regard for a teacher's authority, that child may be suspended or dismissed. Please understand that it is our desire to team with the parent to work through these problems together.

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Please complete and sign the following and return along with your registration files. We will make a copy of this page for your files.

I agree to pay $\_\_\_\_\_\_\_\_ for my child to attend\_\_\_\_\_\_ days per week, from\_\_\_\_\_ am to\_\_\_\_\_ pm.

Circle days desired: M T W Th F Circle Program desired: Full Day Half Day

I understand that there is a NO REFUND policy regarding registration and tuition and I have read the Admissions Agreement and agree to the guidelines contained therein for my child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please PRINT child's name)

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign and return this page with your registration.

Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s), please initial below, upon receipt of copy.

\_\_\_\_\_\_/\_\_\_\_\_\_\_ I (We) have received a copy of this admissions agreement.

Date: \_\_\_\_\_\_\_\_

Infusion Christian Preschool 777 W Felicita Ave. Escondido, CA 92025 (760) 746-5030

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