

**EXTENDED CARE**

AM PM

**OFFICE USE ONLY**

**2023**

**Summer Contract**

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

**VALLEY**

**PRESBYTERIAN**

**SCHOOL**

**9240 Haskell Ave**

**North Hills, California 91343**

**Tel (818) 892-1622 Fax (818) 920-1139**

**www.valleypresbyterianschool.com**

## 

## CLASSROOM: $

PROGRAM: $

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REGISTRATION Fee: $ SUMMER Fee: $

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EARTHQUAKE Kit Fee: $

ENROLLMENT Fee: $ \_\_\_\_\_\_\_

**TOTAL$ \_\_\_\_\_\_\_\_**

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Child's Name (Please Print) Male/Female Age Birth Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address City Zip Home Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name Mother’s Work Number Mother’s Cell Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name Father’s Work Number Father’s Cell Number

Each child must have a completed Contract, a yearly Physician's Report with updated immunization records, Emergency Information Cards, and an Authorization to Treat a Minor Card. Where applicable, any legal documents that may apply to custody rights, guardianship and restraints, must be on file prior to starting date. All preschool and state mandated forms must be completed and in our files before the child attends preschool.

Policies and procedures may be changed at the sole and absolute discretion of Valley Presbyterian School at any time. The parent is fully responsible for keeping abreast of current policies.

**Admission:** Valley Presbyterian School does not discriminate on the basis of race, color, national or ethnic origin in enrollment or in any school-administered program. The Administrator shall accept children who are physically handicapped or emotionally disturbed only after evaluation. The decision will be based on the following:

a. The child’s attendance will have no adverse effect upon other children either through direct behavior of the child or through requiring staff time needed by other children.

b. The school is able to meet the needs of the child.

**Conditions of Termination:** Valley Presbyterian School reserves the right to dismiss, refuse to enroll or re-enroll any child with a twenty-four hour notice at the school’s discretion, which is based on the following but is not limited to:

1. Non-payment of tuition and or registration fees.

2. Failure to complete any state mandated or school policy form.

3. Violation of the principles set forth in the Valley Presbyterian School Handbook including, but not limited to the teaching

philosophy operating policies, objectives and programs of the school.

4. The school is unable to meet the needs of the child.

5. Excessive late pick up of student.

**Financial Policy:** Tuition and Material Fees are based on a yearly fee for the school year. Holidays and school closures are taken into consideration when tuition rates are established. There are no refunds, deductions, or substituting days for holidays, vacations or absences. Occasional additional days or hours MUST be prearranged through the Preschool Office at least 24 hours in advance. There is a $30.00 fee charged for any returned check (NSF - Stopped Payment). **All program rates are based on 12 months and a 4% increase has been applied as of 2023-2024**.

Families may pay their tuition in one of the following ways:

1. **Summer Payments**: Two monthly payments processed by cash or check. Each month is paid directly to the school office by June 1, and July 3, 2023 via cash or check.
2. **Summer Payment in full:** Paid in full directly to the Main Office by July 1, 2023 via cash or check.

**New Student Summer Fees:** Registration, Earthquake, Enrollment Fee, Monthly Tuition, Summer Activity Fees are due at the time of enrollment**. None of the aforementioned fees are refundable.**

**Early Drop Off/Late Pick-up**: If you bring your child to school more than 15 minutes early or pick up more than 15 minutes late, you will be charge a rate of $6.00 per hour or $1.50 for any portion of a quarter of an hour. For pick-up after 6:00 pm there will be a $5.00 charge for each five minutes or portion thereof starting with the first minute. Excessive late pick-ups will be allowed at the school’s sole discretion.

**Release of Student from Facility:** Permission to leave will be granted only to the student’s parents and adults designated in writing by the parent. **The parent must assume sole responsibility for the student leaving with the authorized adult.** The authorized adult must check in with the office or the teacher in charge and be prepared with a current valid I.D. All sign in/out procedures must be followed.

**State Mandated Regulations:** The persons who drops off and picks up the child from the center must sign the child in/out using a full legal signature and the exact time of day.

**PLEASE SELECT THE DESIRED PROGRAM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FAITHFUL FRIENDS (2 years old by September 1, 2023)** | | | | | | | | |
| **Program Hours 8:30 AM - 3:00 PM** | | | **7:00-8:30 AM Extended Care** | | | | **3:00-6:00 PM Extended Care** | |
| **Monthly Fee:** | 5 Days - $989.00 | | **Monthly Fee:** | | $25.00 | | **Monthly Fee:** | $75.00 |
|  | 4 Days - $887.00 \_\_\_\_\_\_\_Days | |  | | | |  | |
|  | 3 Days - $790.00 \_\_\_\_\_\_\_Days | |  | | | |  | |
|  | 2 Days - $725.00 \_\_\_\_\_\_\_Days | |  | | | |  | |
| **KINGDOM KIDS (3 years old by September 1, 2023)** | | | | | | | | |
| **Program Hours 8:30 AM - 3:00 PM** | | | **7:00-8:30 AM Extended Care** | | | | **3:00-6:00 PM Extended Care** | |
| **Monthly Fee:** | 5 Days - $887.00 | | **Monthly Fee:** | | | $25.00 | **Monthly Fee:** | $75.00 |
|  | 4 Days - $811.00 \_\_\_\_\_\_\_Days | |  | | | |  | |
|  | 3 Days - $730.00 \_\_\_\_\_\_\_Days | |  | | | |  | |
|  | 2 Days - $671.00 \_\_\_\_\_\_\_Days | |  | | | |  | |
|  |  | |  | |  | |  |  |
| **GOD’S GARDEN (4 years old by September 1, 2023)** | | | | | | | | |
| **Program Hours 8:30 AM - 3:00 PM** | | | **7:00-8:30 AM Extended Care** | | | | **3:00-6:00 PM Extended Care** | |
| **Monthly Fee:** | 5 Days - $887.00 | | **Monthly Fee:** | | | $25.00 | **Monthly Fee:** | $75.00 |
|  | 4 Days - $811.00 \_\_\_\_\_\_\_Days  3 Days - $730.00 \_\_\_\_\_\_\_Days | |  | | |  |  |  |
|  | 2 Days - $671.00 \_\_\_\_\_\_\_Days | |  | | | |  | |
| **----------------------------------------------------------HALF DAY PROGRAM HOURS 8:30 AM - 11:30 AM--------------------------------------------------------------------** | | | | | | | | |
| **FAITHFUL FRIENDS (2 years old by September 1, 2023)** | | **KINGDOM KIDS & GOD’S GARDEN CLASSES** | | | | | | |
| **Monthly Fee:** | 5 Days - $790.00 | **Monthly Fee:** | | 5 Days - $730.00 | | | | |
|  | 4 Days - $730.00 \_\_\_\_\_\_\_Days |  | | 4 Days - $671.00 \_\_\_\_\_\_\_Days | | | | |
|  | 3 Days - $639.00 \_\_\_\_\_\_\_Days |  | | 3 Days - $601.00 \_\_\_\_\_\_\_Days | | | | |
|  | 2 Days - $601.00 \_\_\_\_\_\_\_Days |  | | 2 Days - $565.00 \_\_\_\_\_\_\_Days | | | | |

**Registration Fee -----------­-------------------------------------- $50.00 (Summer fee) E.Q. Fee - One Time Only - NEW STUDENTS------------------------------ $25.00**

**Enrollment Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $50. 00 (Summer Fee) Summer Activity Fee------------------------------------------------------------------ $50.00**

**Occasional Days Available Upon Request--------------------------------- $60.00**

**Sibling Discount**: A 5% sibling discount applies to the second and each additional child attending VPS. Discount applies to monthly tuition rates and is based on 8:30am-3:00pm School Hours.

|  |  |
| --- | --- |
| **Please Select The Desired Payment Plan Option *(payments are required to be paid a month in advance):*** | |
|  |  |
| Pay in Full 2 Payments (Paid monthly) | |
|  |  |

**I (We) have read and fully understand the terms as stated above. I (We) will comply with these terms and do herby enroll our child,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in Valley Presbyterian Preschool for the Summer Program as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**(Child’s Name)** **(Beginning Date)**

Registration fee remains fixed regardless of starting date. If it becomes necessary for me to withdraw my child/children from VPS or change programs, **the office must be notified** **with a** **written letter thirty days prior to the time of removal or change**. **If this is not done, I will be liable for the next month’s Tuition and or the final Summer month tuition.** Changes require a signed contract revision. The first change is without charge, and subsequent changes are $50 for each change. My (Our) child will attend Valley Presbyterian Preschool on the schedule and at the Tuition and Registration prices listed in this contract. **My signature indicates that I understand that in the event of a natural disaster, civil unrest, pandemic, or any other unforeseen event that leads to the closure of Valley Presbyterian Preschool & Infant Center, NONE of the scheduled Registration, Tuition, Earthquake and Materials Fees are refundable or will be credited.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signature Signature**