

# Calvary Murrieta Christian Preschool

24275 Monroe Avenue

Murrieta, CA 92562

(951) 834-9190

Facility License #334820509

## Revised Admission Agreement and Financial Policy 2010-2011

### Enrollment Information

1. Our fall term begins August 10, 2010 and ends on May 27, 2011. The preschool is open from 6:30 a.m. until 6:00 p.m. Monday through Friday except for noted holidays and teacher professional growth days. We offer full and half day schedules two, three or five days per week.

Full-Day: any hours between 6:30am & 6:00pm - Includes morning & afternoon snack

Half-Day: 8:30 a.m. to 12:00 p.m. - Includes morning snack

We ask that all children arrive by 8:30 a.m. so that they can receive all of the benefits our program has to offer. We provide a consistent daily schedule in our classrooms and a well planned age-appropriate curriculum each day. The children become accustomed to our daily schedule and when they arrive late, it not only disrupts our activities, it often is hard for your child to adjust into the regular routine. Being on time shows your child that school is important. Your child will appreciate being able to start their day on time and follow their daily schedule. If you know you will be arriving late please let your child's teacher know in advance or call the school office at 951-834-9190, ext. 1250 and ask the receptionist to give your child's teacher a message. This is so helpful; it lets the teacher know your child is still coming to school and she can expect your arrival.

2. Calvary Murrieta Christian Preschool is closed for the days listed below. You will receive a calendar with specific dates we are closed at the beginning of the school year.

Labor Day Weekend (2 days)

Columbus Day

Veteran's Day

Week of Thanksgiving

Christmas Break (2 weeks)

Martin Luther King Jr. Day

Presidents' Day Weekend (2 days)

Easter Break (2 weeks)

Teacher Professional Growth Days

3. The preschool is closed the week between our Fall program and the beginning of the Summer program as well as the week between our Summer program and the beginning of our Fall program.
4. All students are admitted on a six-week probationary basis. During this time the teacher will evaluate the student's placement and progress. At the end of the six week period, the teacher will consult with the Director and together may recommend that the student be placed in a more appropriate classroom (age, ability, behavior, social and emotional development). Students, who after the six-week period have not adjusted to our program, may be asked to withdraw for a period of time or to find another child care facility.

5. We accept children ages 2.8 to 5 years old into our preschool program. Children enrolling at 2.8 years of age must be 2.8 at the time of enrollment in August. All children must be fully toilet trained. Fully toilet trained means that the child wears underwear to school under his/her clothing (no pull-ups or diapers) and is able to use the bathroom independently without relying on the teacher to prompt him/her. This also includes pulling clothing up and down and wiping his/herself.
6. Calvary Murrieta Christian Preschool admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.
7. Admission into Calvary Murrieta Christian Preschool requires the following:

**If you are new to the school:**

- Visit Calvary Murrieta Christian Preschool for a tour; preferably with your child.
- Fill out a student enrollment application and return it with the annual registration fee, materials fee, and emergency kit fee.
- Complete the following registration forms and turn them into the preschool office.
  - Student Registration Form
  - Copy of Birth Certificate
  - Enrollment and Financial Policy Agreement
  - Identification and Family Information\*
  - Child's Pre-Admission Health History\*
  - Physician's Report\* (must be on file within 30 days of enrollment)
  - Consent for Emergency Treatment\*
  - Parent's Right's Form\*
  - Personal Rights Form\*
  - General Permission Slip
  - Developmental History
  - Emergency Card
  - Copy of Child's Immunization Card
- \*Required by the State of California, Licensing Division
- All forms must be completed before the child may start school unless otherwise noted. At this time, the Director will confirm the day you want your child to start and assign you to a classroom.
- Please note that the Director must meet the child being considered for enrollment prior to acceptance. If the child did not accompany the parents on the tour, the Director will schedule a meeting with the parents/guardians and the child prior to final acceptance.

**If you are re-enrolling:**

- During the months of January and February, enrollment is open to families who are enrolled in the preschool, elementary school, junior high and high school. At the end of the priority enrollment period, we open enrollment to the public.

- You will need to complete the re-enrollment form and return it with the annual registration fee. You can enroll your child and any siblings at the preschool, elementary and/or secondary schools during the priority registration period.
  - During the summer you will be called to come in and sign your tuition contract and pay the annual material fee.
  - A confirmation letter will be sent to you during the summer, before Meet Your Teacher Day, to confirm your child's schedule, your tuition amount, and information about your child's teacher and classroom.
8. First priority for admission will be given to children of staff members at Calvary Murrieta Christian Schools and Church, followed by siblings of currently enrolled students at Calvary Murrieta Christian Schools, followed by children on the waiting list, and then children from the community.
  9. A non-refundable registration fee of \$85 is due at the time of registration. Registrations will not be accepted without the required fee.
  10. Meals & Snacks – Children enrolled in the full day program have two options for lunch: 1) They can bring a healthy lunch from home or 2) They can purchase a lunch for \$4 from our school cafeteria. We will continue to provide nutritious snacks for all children. Half day students will receive a morning snack. Full day students will receive a morning and afternoon snack.

A menu will be sent home at the beginning of each month and posted in each classroom and on our website. We will take care and effort in planning healthy, nutritious items for your children. Any special diet issues should be discussed with your child's teacher.

It is preferred that you feed your child breakfast prior to coming to school. However, if your child will be dropped between 6:30am and 8:00am, you can provide a healthy breakfast for your child to eat at school. If your child arrives after 8:00am, they should have had breakfast prior to arriving. When sending breakfast with your child you must provide all necessary supplies such as spoons, bowls, milk, etc.

11. Children should be brought to school in good health. Teachers will observe the children at drop-off for signs of illness. If your child exhibits signs of illness you will be asked to keep him/her home until their symptoms are gone.
12. All instruction at Calvary Murrieta Preschool is in context of the Christian faith and is taught by qualified early childhood Christian educators.
13. Parents have the right to visit the preschool at any time to observe all activities of our program any time they deem appropriate. We do ask that parent visitations not take place during nap time as this will disturb our sleeping children.
14. The State Licensing Agency has the right to interview a child and the school staff, and to inspect and audit all records maintained by the school without securing prior consent of anyone. Licensing also has the right to observe the physical condition of a child including conditions indicating abuse and neglect, and to have a licensed medical professional examine a child if deemed necessary.

## **Tuition Information**

1. Tuition is billed monthly based on the weekly rates shown below. Tuition is billed based on the weeks we are in session that month. You are not billed for the week if we are closed for the entire week. If we are open for a portion of a week, you are billed for the full week.
2. Payments are due on the 1<sup>st</sup> of each month and are late after the 5<sup>th</sup> of the month. After the 5<sup>th</sup>, a \$25 late fee will be assessed to your account. If not paid by the 15<sup>th</sup> of the month, your service may be terminated.
3. Tuition Fees for our school-year program are due monthly starting in August through May. Tuition for our summer program is collected during the months of June and July.

### **Full Day Programs (includes 2 snacks)**

Any hours between 6:30am & 6:00 pm

Five Days (M-F)      \$173 per week

Three Days (M/W/F)    \$126 per week

Two Days (Tu/Th)      \$ 93 per week

### **Half Day Programs (includes 1 snack)**

8:30am to 12:00pm

Five Days (M-F)      \$140 per week

Three Days (M/W/F)    \$ 93 per week

Two Days (Tu/Th)      \$ 70 per week

#### 4. Enrollment Fees:

- ◆ Non-refundable \$85 registration fee collected annually for fall session
- ◆ Non-refundable \$25 registration fee collected annually for summer session
- ◆ Non-refundable \$50 material fee collected annually for fall session
- ◆ One-time \$15 emergency kit fee collected at the time of enrollment

5. All payment arrangements must be approved by the Director.
6. There is a \$25 fee for all checks returned NSF. A \$25 late fee will also be assessed if returned after the 5<sup>th</sup> of the month.
7. Prior to any rate change, at least 30 days advance notice will be given.
8. Daycare: Drop-in daycare is available to half-day students at a rate of \$10 per hour. This must be pre-arranged with the teacher and director and is only available as space permits.
9. Extra Day Rates: You may add a day to your child's schedule on an as needed basis as space permits. This must be pre-arranged with the director at least one day prior to the day you would like your child to attend.

The charge for an extra half-day is \$35 per day (8:30am-12:00pm)

The charge for an extra full-day is \$48 per day (any hours between 6:30am & 6:00pm)

10. Late Pick-Up: A \$1 charge per minute with a \$10 minimum will be assessed to your account for late pick-up. Charges begin at 12:10 p.m. for half day students and 6:00 p.m. for full day students.

11. Delinquent Accounts: Accounts delinquent more than 30 days will, at the discretion of the Director, be forwarded to a collection agency or turned over to the school attorney for legal action.
12. Absence Policy: No tuition credits are given for any days a child is absent due to illness or vacations.
13. Refund Policy: Registration and material fees are collected annually and are non-refundable.
14. To request a change in your child's schedule you must meet with the Director. Changes will be accommodated as space permits.
15. Other costs that are not included in your tuition may include on-site field trips, school pictures, lunch program, late fees, drop-in daycare, and adding extra days.
16. Laundry Fee: If you forget to return your child's bedding, a \$5 laundry charge will be added to your account that week to cover the cost of laundering our sheets and blankets. This applies to full-day students only.
17. Withdrawal Policy: Enrollment in Calvary Murrieta Christian Preschool is for one school year; August through May. If it becomes necessary for you to withdraw your child from the program, a two-week written notice must be given to the Director. If a two-week notice is not given to the Director prior to your child's termination of services, you will be responsible for the full fees for those two weeks.
18. Termination of Services: Calvary Murrieta Christian Preschool reserves the right to terminate child care services if, in the judgment of the Teacher or Director:
  - A child is aggressive toward other children and causes harm to others or self.
  - An inordinate amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled. In such a situation, the child may have to leave the center temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of services. In that case, a two week notice may be given before termination of services in order to allow parents to find alternate childcare. It should be noted, however, that in extreme cases where a child must be removed from our facility immediately, the two week notice will be waived.
  - The tuition account becomes delinquent.
  - The child is not fully toilet trained.
  - Failure of parents/guardians to honor the obligations listed in the Handbook or any rules, regulations, or manuals provided by the Preschool.
  - The child's special needs are beyond the Preschool's scope of care.
19. In order to continue your child's enrollment in our elementary school and beyond, at least one parent must be a born-again follower of Jesus Christ and regularly attend a protestant church. All families in our elementary school, junior high and high school must complete a pastor's reference form annually.