

Los Altos United Methodist Church Children's Center
 655 Magdalena Ave.
 Los Altos, Ca. 94024
 (650) 941-5411

**ADMISSION AGREEMENT
 2012 - 2013**

_____ requests enrollment in the class(es) indicated below.
 (Child's Name)

<u>CLASS</u>	<u>TUITION</u>	<u>CLASS</u>	<u>TUITION</u>
Tues/Thurs PM TWOS	\$3392 _____	Mon/Wed/Fri PM PREK (4's)	\$4776 _____
Tues/Thurs AM THREES	\$3392 _____	Tues./Thurs. AM INNOVATIVE (May only be taken with AM or PM Prek)	\$3392 _____
Mon/Wed/Fri PM THREES	\$4776 _____	Mon.-Friday YOUNG FIVES	\$8160 _____
Mon/Wed/Fri AM PREK (4's)	\$4776 _____		

PAYMENT POLICY:

- APPLICATION FEE of \$100 is due when application is submitted. THIS FEE IS NON REFUNDABLE. This fee is waived for members of Los Altos United Methodist Church.
- DEPOSIT # 1 is due March 1, 2012 and is NON-REFUNDABLE.
- DEPOSIT # 2 is due May 1, 2012 and is NON-REFUNDABLE.
- TUITION PAYMENT # 1 is due August 1, 2012. (Represents Period # 1, 9/4 – 10/30/2012)
- TUITION PAYMENT # 2 is due November 1, 2012. (Represents Period # 2, 10/31 – 1/17/2013)
- TUITION PAYMENT # 3 is due February 1, 2013. (Represents Period # 3, 1/18 – 3/26/2013)
- DEPOSIT PAYMENTS 1 & 2 are credited toward Period # 4, 3/27 – 6/5/2013, but will not be refunded under any circumstance. If the student does not remain enrolled for the entire school year, the deposit will be forfeited and not credited to tuition.
- Extended care balances may be included with the tuition check or paid separately.

I understand and agree to the rates and policies as described above.

 Parent's signature and date

EXTENDED CARE POLICY:

Our PLAY PALS program is available to you as an extension of your child's day. Our MWF morning class is offered 8:30-11:30 AM. The Mon - Fri afternoon class is offered 1:00-4:00 PM. You may use any # of days per week. The afternoon PLAY PALS program includes a rest period. Spaces are available by reservation. The full session is \$45. Children picked up by 2:30 PM are charged \$25.

EARLY MORNING EXTENDED CARE begins at 8:00 AM Monday - Friday. Morning extended care is charged at the rate of \$6.00 per ½ hour.

AFTER SCHOOL EXTENDED CARE is available until 5:00 PM, and is charged at the rate of \$6.00 per ½ hour. **Children MUST be picked up by 5 PM.** A \$5 per minute Late Fee is assessed after a 5 minute "grace period".

Morning children may bring their LUNCH and remain with us until 12:45 PM. Afternoon children may bring their lunch and arrive at 11:35 AM. The fee for lunch is \$12.00. Morning children who remain for lunch and are not picked up by 12:45 PM will be charged an additional \$6.00 late fee.

Children enrolled in our TWO'S program are not eligible for Extended Care, Lunch or Play Pals.

All Extended Care is available on an "As Needed Basis". We appreciate advance notice for children wishing to attend the Play Pals Classes.

ILLNESS & SAFETY POLICY:

- All children MUST have a completed Physicians Report on file by the first day of school.
- An Emergency Operation Meeting that outlines our earthquake and emergency preparedness is mandatory for all new families. Failure to attend will require a make-up session with the director.
- A completed Emergency Card is required. All information must be kept current.
- Children who are ill must remain home. Children may return after being fever free for 24 hours.
- The Children's Center must be notified should your child have a contagious condition.
- Parental authorization is required to dispense medication to your child.
- Please send children to school in clothes as well as shoes and socks that facilitate play. Please do not send them in crocs, boots or sandals.
- Please label all removable clothing and lunch boxes with child's name and room number.
- The Children's Center is a **PEANUT FREE ENVIRONMENT**. Parents must not send anything to school at any time containing any peanut product.
- Supervision of the children is a must. We ask that only parents open gates and doors. Parents should hold children's hands in the parking areas.
- All children must be signed in and out every day. Please clearly sign your full name.

I understand and agree to the policies as described above. _____

Parent's signature

ADDITIONAL INFORMATION

- The Department of Social Services will visit The Children's Center, unannounced, in order to ascertain safety and adherence to regulations. During these visits both children and staff may be interviewed by the Analyst representing the Department.
- The LAUMC Children's Center welcomes you and your child to our preschool program. We anticipate a mutually happy and growth-enhancing experience. If your child is experiencing separation anxiety, please discuss this with the Director. Please call the office if you have any questions about our visitation policy.
- Should you have concerns regarding any aspect of our program, please speak with us at once. We will keep communication lines open between school and home. We will work with you to help your child grow socially, emotionally, intellectually and physically. Your cooperation in all matters relating to tuition and our policies will be greatly appreciated.
- Should you need to withdraw your child for any reason, two weeks notice is required. Tuition will be charged for that period whether or not your child attends.
- Children that are not offered admission will be placed in the wait pool until space becomes available during this school year. Students who are not offered placement will have additional priority for the next year's admission.
- Los Altos United Methodist Church Children's Center does not discriminate on the basis of gender, race, color, religion, or ethnic origin. We understand that submitting an application does NOT guarantee my child placement in Los Altos United Methodist Church Children's Center.

SCHOOL CALENDAR

The 2012 – 2013 school year will begin on Tuesday, September 4, 2012 and will end on Wednesday, June 5, 2013 with our Children's Center Fun Day. Information regarding all special days will be included in the handbook or emailed as the special event approaches.

On the following dates, the Children's Center is scheduled to be closed:

October 19:	LAUMC Harvest Faire (Church event)	February 18-22:	Winter Break
October 31:	Staff Development Day	March 29:	Good Friday
November 12:	Veteran's Day	April 8-12:	Spring Break
November 21-23	Thanksgiving Recess	May 17:	LAUMC Rummage Sale
December 19- Jan 4	Christmas Break	May 27:	Memorial Day
January 21:	Martin Luther King		
January 22:	Staff Development Day		

Events and Dates are subject to change.

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENT’S RIGHTS

Parent/Authorized Representative Signature Required

I, the parent/authorized representative of _____ have received a copy of the “CHILD CARE CENTER NOTIFICATION OF PARENT’S RIGHTS” and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

**Los Altos United Methodist Church
Children’s Center Preschool**

Signature Parent / Authorized Representative

Date

ACKNOWLEDGEMENT OF PERSONAL RIGHTS

Parent/ Authorized Representative Signature Required

Upon satisfactory and full disclosure of the personal rights as explained, please complete the following acknowledgement:

ACKNOWLEDGEMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

**Los Altos United Methodist Church
Children’s Center Preschool
655 Magdalena Ave Los Altos, 94024**

Name of Child

Parent/Representative Signature

Title

Date

RIGHTS OF THE LOCAL LICENSING AGENCY

THE STATE OF CALIFORNIA GENERAL LICENSING REQUIREMENTS, SEC. 101195, states:

“The Dept. of Social Services or Community Care Licensing Agency shall have the authority to interview child(ren) and/or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interview with any child(ren) or any staff member; and for the examination of all records relating to the operation of the facility. The department or licensing agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement and to have a licensed medical professional examine the child(ren).

I have read and agree to comply with the policies and procedures of the Children’s Center Preschool.

Parent’s Signature

Date

Director’s Signature

Date