

Application Form

Health Information:

Physicians Name: _____ Telephone #: _____

Physicians Address: _____

Street

Unit #

City, State

Zip code

Allergies/Medical Condition: _____

<u>Emergency Contact Information Person1</u>	<u>Emergency Contact Information Person2</u>
Name:	Name:
Relationship to child:	Relationship to child:
Day time phone #:	Day time phone #:

This form contains terms of Agreement attached to this sheet, and forms a binding contract once signed.



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Terms of Agreement

Operating Hours (pick-up/ drop off) and Late Fees

Discovery Christian Preschool is open Monday -Friday from 7:45a.m.-5:30p.m (8:00a.m.-4:00p.m. for our summer program). All students must be dropped off by 9:30a.m. (unless otherwise approved by administration before each instance of a late arrival). No child will be admitted after 9:30 a.m. without previous approval. This is to ensure that we can provide to appropriate coverage, as well as ensuring the children are able to engage in the full program that they are signed up for.

All Parents/guardians are required to sign in and out on our online app, as well as in your designated classroom folder (if available) each day that your child attends school.

If your child is enrolled in the half day program, you are allowed to pick them up at any time. Please be sure to pick up your child no later than 12:30p.m. If your child is enrolled in the full day program, you are allowed to pick up your child at any time. Please be sure to pick up your child no later than 5:30p.m. (4:00p.m. during summer hours). Failure to pick your child up on time can result in a late fee of \$20 being charged to your account. Excessive late pick-ups can result in a termination of contract.

Registration

A registration form must be filled out for each child. There is a \$100 non-refundable registration fee for each child during registration and at the beginning of each school year, that must be turned in with the registration form. In order to be enrolled into our program a child must be 2 years old by their start date and have already started potty learning at home prior to starting school, or already potty trained (only pull-ups and underwear allowed). Parents/guardians must complete all pre-registration papers, registration fee, and the first month of tuition before your child's spot can be held and before they can start school.

Payment, Late Fees and Refund Policy

Payments must be made in full according to the amount due for the program your child is enrolled in. Each payment will be due by the 1st of each month with a 2-day grace period. Any payment received after the 3rd of the month will include a late fee of \$50. Failure to pay tuition can result in the dismissal of your child(ren) from our program. Tuition prices are subject to change and will be notified at least 30 days in advance. Tuition for the first month that your child(ren) will be attending is due immediately upon admission/enrollment into the program. If a student is enrolled after the 1st of the month tuition will be due immediately upon enrollment. If you have paid for enrollment and no longer plan on attending (your child has not started the program) you may receive a refund if the notice is 30 days before the start date. If the notice is less than 30 days from the start date, your first month of admissions/tuition payment will not be refunded back to you.

I understand that if I should withdraw my child from Discovery Christian Preschool after the 1st of the month the tuition for that month is still required and will not be refunded back to me. I also understand that If I withdraw my child from Discovery Christian Preschool without a 30-day notice, tuition for that following month is still due in full. I also understand that any days that my child does not attend school, due to any reason, tuition will not be refunded, this also includes scheduled calendar holidays that the school is closed or any emergency reasons that the school has to be closed. I understand that if my child is away from Discovery Christian Preschool for an extended amount of time, tuition is still required in order to hold my child's spot.



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Dismissal

I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by Discovery Christian Preschool LLC, or the employees, representatives or agents of Discovery Christian Preschool LLC. Failing to comply to any of the admissions policies and procedures can result in a dismissal of enrollment and termination of contract.

Rights of Licensing Agency

Title 22 § 101200. Inspection Authority of the Department.

(a) The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535.

(b) The Department has the authority to interview children or staff without prior consent.

(1) The licensee shall ensure that provisions are made for private interviews with any children or staff members.

(c) The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

(1) The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

(d) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

Note: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.852, 1596.853 and 1596.8535, Health and Safety Code.

The above passage is a direct quote from Title 22 Child Care Facility Licensing Requirements.

[https://govt.westlaw.com/calregs/Document/I9F9D5070D4C011DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I9F9D5070D4C011DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

Rights of Parent(s) or Authorized Representative(s)

The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure. Any controversies or disputes arising out of or relating to this Agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation does not successfully resolve the dispute, then the parties may proceed to seek an alternative form of resolution in accordance with any other rights and remedies afforded to them by law.

(6) Right of the Department to perform the duties authorized in Sections 101200(b) and (c).

(7) Conditions under which the agreement may be terminated.

(c) The licensee, or his/her designee, and the child's authorized representative shall sign and date the child's admission agreement no later than seven calendar days following admission.



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(d) Modifications to the original admission agreement shall be made whenever circumstances covered in the agreement change, and shall be dated and signed by the persons specified in (c) above.

(e) The licensee shall keep the original copy of the admission agreement and give a photocopy to the child's authorized representative.

(f) The licensee shall comply with all terms and conditions set forth in the admission agreement.

(g) The admission agreement shall be automatically terminated by the death of the child. No liability or debt shall accrue after the date of death.

Please note that all of the above information is correct before signing this form. By signing this form, you agree with the terms of agreement and consent to the same and warrant that all of the above information is correct.

Date	Mother/Guardian Signature	(Printed Name)
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Date	Father/Guardian Signature	(Printed Name)
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Date	Director/Supervisor Signature	(Printed Name)
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