POINT LOMA COMMUNITY CHURCH PRESCHOOL

REGISTRATION AGREEMENT for the 2023-2024 school year

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby register my child,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for enrollment in the Point Loma

Community Church Preschool ("**Preschool**") and agree to the following fees and payment terms:

REGISTRATION FEE: a non-refundable registration fee of one hundred fifty ($150.00) dollars is due and payable at the time of registration. We waive this fee for Active Military families.

I am enrolling my child in the following program:

# Preschool

\_\_\_\_\_Monday-Friday \_\_\_9:00-1:00 \_\_\_8:00-5:00

\_\_\_\_\_Monday/ Wednesday/ Friday \_\_\_9:00-1:00 \_\_\_8:00-5:00

\_\_\_\_\_Tuesday/ Thursday \_\_\_9:00-1:00 \_\_\_8:00-5:00

# Early Care

 \_\_\_\_\_\_\_ 7:30am \_\_\_\_\_\_\_ 8:00am

* All children must be three (3) years old and toilet trained by September 1, 2023 to be eligible to attend the Preschool program for the 2023- 2024 school year. -or-
* All children must be two (2) years old by September 1, 2023, to be eligible to attend the TLC program and are not required to be toilet trained. Monthly non-potty-trained fee.

Fees are to be paid in 10 monthly payments. The first payment is your deposit and goes toward your annual tuition. The second half of the deposit is due June 1st, 2023, and delinquent after June 10th, 2023. If we have not received payment by June 10, 2023, we will offer your spot to the next name on the waitlist. If you withdraw from the program, for any reason, you forfeit your full deposit payment. September through May monthly payments are due on the first day of the month. Tuition is calculated for 36 weeks of school and not determined by the number of weeks per month. The annual tuition is then divided evenly per month. There is a twenty ($20.00) dollar charge for checks returned for insufficient funds. A late fee of twenty-five ($25.00) dollars will be charged for payments that are more than ten (10) days late. Late fees will accrue if a child remains at the Preschool after pick-up time The program begins at 9:00am and ends at 1:00pm or 5:00pm.

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Lunch Bunch is included from 12:00pm to 1:00pm. Parents will supply lunch with a beverage for their child. The Lunch Bunch fee is included in programs. On Pizza Days, the school will supply the food and beverages at an additional five ($5.00) dollars. If you do not wish to have your child eat pizza, then they may bring their own lunch at no cost.

We offer Early drop off any time after 8:00am; however, space is limited to only our extended care classrooms. The fee is twelve ($12.00) dollars per day and will be billed to you on your monthly statement. The fee is included in the Extended-Day program. We may offer a 7:30am start for an additional fee per day if possible. Discounted monthly rates are available.

I agree to supply the school with the necessary forms to register my child. I agree to sign my child in and out every day of attendance and to write down the time of drop-off and pick-up. I agree to notify the office in writing when another authorized person will be picking up my child. I am expected to be prompt at release times of my child. I agree to comply with these release times and will pay any late fees incurred by the end of the month. I understand that after three (3) late pick-ups my child will be removed from the program.

The Preschool is licensed by the Department of Social Services of the State of California and that agency has the right to perform the duties specified by law, including visits to the school site, checking of records, and interviewing children when necessary.

I understand that if the days, times, or program of my child’s enrollment changes, my child’s tuition rate may change. I understand that if I wish to change any aspect of my child’s enrollment, I must give four (4) weeks’ notice in writing to the Director. A new registration agreement may be completed. The Preschool may in its sole discretion terminate the agreement if the parents fail to comply with any of its provisions.

I understand that all fees, including tuition and any other fees charged in respect to my child's attendance, are **non-refundable** and no credit will be applied for any days my child is not in attendance at the Preschool and I understand that I am responsible for full payment, with no reduction, of all fees on such days that my child is absent. I further understand that there is NO reimbursement for vacations, holidays, illness, pandemic, or natural disasters, including without limitation, the inability of the Preschool to operate due to any closures or for any other reason. I understand that the Preschool will be CLOSED for the eight (8) holidays, two (2) staff development days, conferences and breaks as shown on the attached document and that I am NOT entitled to a credit for them.

Based on my Individual enrollment plan, I agree to pay a monthly fee of $\_\_\_\_\_\_\_\_\_\_\_ I authorize the use of automatic payments through my bank or credit card.

I certify that I have read and understand all provisions of this Registration Agreement, and I

voluntarily accept all its terms.

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Signature of Parent/Guardian Date

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