



**EARLY CHILDHOOD DIVISION**  
**ADMISSIONS AGREEMENT for 2019-2020**

This is an **annual** informative form and part of your Admissions file. After reading it, please sign and date below. Return to the Early Childhood Office.

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**DOB**

Please circle the age group your child is enrolling at the start of the 2019-2020 school year:

**Pre-K**  
(4 yrs.)

**Preschool**  
(3 yrs.)

**Early-Preschool**  
(2 yrs.)

**Toddler Option**  
(18-36 mo.)

**Infant**  
(2-24 mo.)

\_\_\_\_\_  
**Parent's Signature**

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

\_\_\_\_\_  
**Principal's Signature**

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

**Toddler Option** – Children ages 2-24 months are enrolled under our infant license. When a child in the infant class turns 18 months old during the school year, he or she is eligible to enroll in the Toddler Option classroom for children ages 18-36 months. Parent consent is required on this form at the time the child turns 18 months old and enrolls in the Toddler Option classroom.

By signing below, I give permission for my child to enroll in the Toddler Option classroom. *(Please do not sign until your child is 18 months old. We will contact you to sign)*

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

**HOURS OF OPERATION**

**Our School Day** – The school day begins at 8:00 a.m. and ends at 2:45 p.m. Half-day hours are from 8:00 a.m. until 11:45 p.m. Children who have not been picked at dismissal, will be signed in to ECC Extended Care and charged the hourly fee.

**Our Minimum Days** – Minimum days are scheduled on the school calendar, and dismissal is at 11:45 p.m. There is no lunch service on these days. Extended hours are available to those students with Extended Care Contracts.

**Extended Care** – Full-day Extended Care is available, 7:30 a.m. to 6:00 p.m., for those with an Extended Care Agreement. Occasional afternoon care until 4:00 p.m., is purchased through a bank of hours based on space availability. **This service is contracted separately.**

St. John's Episcopal School is open ten (10) months and observes all scheduled school holidays on the academic school year calendar. Summer School and Summer Extended Care is available through the summer months.

**AUTHORITY OF THE DEPARTMENT OF SOCIAL SERVICES**

The California Department of Social Services has the inspection authority to enter our licensed facility. The Department has the authority to interview children or staff, and to inspect child or child care center records, without prior consent.

**SIGN IN/OUT**

Parents are required to sign their children in and out each day with a **full legal signature**. Children are released only to parents or other authorized adults who are listed on file in the school office.

**(Over, please.)**

## **TUITION FEE SCHEDULE**

Tuition for the Early Childhood Center is based on the number of days the child attends, and payment is due as contracted; a late fee is charged after the fifth of the month. **There is a one-time application fee of \$50 for each student.** Below is the tuition schedule for 2019-2020:

### Early Childhood & Cardinal Nest (8 Weeks through Pre-K)

	All Plans			Payment Plans		
	2019-2020 Tuition	Reg. Deposit	+TRP	One Payment	Two Payments	11 Monthly Payments
Due Dates		2/8/19	7/1/19	7/1/19	7/1/19 & 11/1/19	6/1/19 to 4/1/20
2 Half Days <sup>*+</sup>	\$6,050.00	\$1,000.00	+\$75.63	\$5,050.00	\$2,525.00	\$459.10
2 Standard Days+	\$8,300.00	\$1,000.00	+\$103.75	\$7,300.00	\$3,650.00	\$663.64
3 Half Days*	\$9,800.00	\$1,000.00	+\$122.50	\$8,800.00	\$4,400.00	\$800.00
3 Standard Days	\$11,330.00	\$1,000.00	+\$141.63	\$10,330.00	\$5,165.00	\$939.10
5 Half Days*	\$12,600.00	\$1,000.00	+\$157.50	\$11,600.00	\$5,800.00	\$1,054.55
5 Standard Days	\$15,100.00	\$1,000.00	+\$188.75	\$14,100.00	\$7,050.00	\$1,281.82

\* Half Day schedules are not available for Infants and Toddlers.

+2 Day Schedules not available for Pre-K

## **REQUIRED FORMS**

The California Department of Social Services requires that the following forms must be completed and kept current throughout any child's enrollment in the childcare center:

- Identification and Emergency Information
- Child's Pre-Admission Health History - Parent Report
- Physician's Report
- Immunization Record (Health Department)
- Personal Rights
- Parent's Rights
- Consent for Medical Treatment
- Admissions Agreement (**This form must be signed, dated, and returned with all the other forms.**)

***Information on all forms and emergency cards must be kept complete and up-to-date at all times. Any changes must be reported to the Principal immediately.***

## **HEALTH AND SAFETY**

Before school, parents must check that their child's health is adequate for full participation in program activities and that they don't have a contagious illness. Teachers will do a health check before parents leave their children in the morning. Children with a fever must remain home for 24 hours after the fever is gone without the use of any fever reducing medication. Children who have been sent home or were absent due to illness or injury must check in with the Nurse's Office before re-entering the classroom. A physician's note may be required.

To receive any medication at school, a completed Form A – Request for Medication Administration in Child Care, signed by both parent and physician, is required. All medication must be in the original pharmacy labeled container or an unopened, manufacturer's package and signed in with the Nurse's Office.

All students must remain current with all immunizations required by the State of California for child care and provide the School with updated records on time.

## **EMERGENCY MEDICAL TREATMENT**

In the event that emergency medical treatment is necessary, if the parent or legal guardian cannot be reached, the School is authorized to seek and render appropriate medical care.

**I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE POLICIES SET FORTH IN THE CONTENTS OF THE PARENT HANDBOOK FOR ST. JOHN'S EPISCOPAL SCHOOL. PLEASE SIGN ON THE FRONT BY THE ARROW.**

