



Temple City Early Learning Academy

Tuition-Based Preschool Registration Packet



*A copy of your child's immunization records and birth certificate is required to complete this packet.
Remember to attach these items.

All children must be 100% potty trained and able to use the restroom unassisted.
This includes independently removing clothing, wiping independently, refastening clothing and handwashing.



Temple City Early Learning Academy

Tuition-Based Preschool Pre-Registration Packet

FOR OFFICE USE ONLY:

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| <input type="checkbox"/> Registration Form <input type="checkbox"/> Tuition Rate Sheet <input type="checkbox"/> Admission Agreement <input type="checkbox"/> Acknowledgement of Receipt of TCELA Parent Handbook <input type="checkbox"/> Authorization for the Administration of Sunscreen <input type="checkbox"/> Registration Fee <input type="checkbox"/> Tuition Payment (1 st month) <input type="checkbox"/> Eligible Discounts: <input type="checkbox"/> 10% Sibling Discount <input type="checkbox"/> 10% TCUSD Staff Discount | <input type="checkbox"/> LIC 613A Personal Rights <input type="checkbox"/> LIC 627 Emergency Consent <input type="checkbox"/> LIC 700 Emergency Information <input type="checkbox"/> LIC 701 Physician's Report (MUST be within 12 months of school entry) <input type="checkbox"/> LIC 702 Preadmission Health <input type="checkbox"/> LIC 995 Parents' Rights <input type="checkbox"/> LIC 9221 Medication Admin. (If needed during program hours) <input type="checkbox"/> Immunization Record (MUST be Official Copy) <input type="checkbox"/> Birth Certificate |
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| Parent Informed: <input type="checkbox"/> Aug Tuition due July 2024 <input type="checkbox"/> Potty Training Policy <input type="checkbox"/> Copy of Reg. for Parent | Office Completed: <input type="checkbox"/> Added on Procure <input type="checkbox"/> Added on Shared Sheet Student Start Date _____ Student Release Date _____ |
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Notes:



**Temple City Early Learning Academy
Registration Form**

Child's Name: _____
(Last) (First) (MI) (Nickname)

Child's Date of Birth: _____ **Child's Gender:** Male Female

Parent/Guardian #1: _____ **Cell#:** _____
(Last Name, First Name)

Parent/Guardian #2: _____ **Cell#:** _____
(Last Name, First Name)

Home Address: _____
(Street Address, Apt #, City, State, Zip Code)

Mailing Address (if different): _____
(Street Address, City, State, Zip Code)

Parent #1 Email Address: _____

Parent #2 Email Address: _____

Are there any legal or custodial restrictions of which we need to be aware of? Yes No
If yes, please attach a copy of the current custody order.

Parent/Guardian #1 Employer: _____ **Phone #:** _____

Parent/Guardian #2 Employer: _____ **Phone #:** _____

Emergency Contacts/Authorized Pick-Up List (must be 18 years of age or older)

Name on ID (Last, First) Relationship to Child Phone Number

Name on ID (Last, First) Relationship to Child Phone Number

Name on ID (Last, First) Relationship to Child Phone Number

Parent/Guardian Signature PRINT Name Date



Temple City Early Learning Academy

Preschool Tuition Rate Sheet 2024-2025

As the parent(s)/guardian(s) of _____ (child's name), I/we agree to the terms and conditions set forth by the Temple City Early Learning Academy

TCELA Registration: Includes a \$100 non-refundable/non-transferable registration fee and the first month's tuition at the time of enrollment.

Late Tuition Fee: Payments that are received after the fifth (5th) of the month are subject to a 10% late fee based on the unpaid balance. If payment is not received, childcare services may be suspended until payment is fully processed.

Returned Check Fee: A service charge will be added to accounts for returned a check (\$30 NSF). Two (2) returned checks will require your account to be paid with a money order or directly online using Procure. Failure to take care of returned checks promptly may be cause for termination of service.

Subsidized Program: Our program works in conjunction with subsidized programs. Once a family has been approved through the subsidized program, and space is available in our preschool, we would require a one-month tuition deposit. TCELA is a self-sustaining program funded through parent fees.

| | | |
|----------------------------|--|---|
| Payment Selection | <input type="checkbox"/> One-time payment <input type="checkbox"/> 10-month payment plan | |
| Program Selection: | <input type="checkbox"/> AM Half-Day (8:30 am – 11:30 am) <input type="checkbox"/> Full-Day | \$679/month (waitlist) |
| Subsidized Program: | <input type="checkbox"/> Options for Learning <input type="checkbox"/> Children's Home Society of California (CHS) <input type="checkbox"/> Other: _____ | |
| Circle Days of Care | <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri | |

Parent/Guardian Signature

Print Name

Date



Temple City Early Learning Academy

Tuition-Based Preschool Admission Agreement 2024-2025

As the parent or legal guardian of the below named child, my initials and signature signify that I understand, agree to, and/ or acknowledge the following:

____ a. I have reviewed a copy of the Parent Handbook and will comply with the policies set forth; the handbook is available on the Temple City Unified School District (TCUSD) Temple City Early Learning Academy (TCELA) website www.tccla.tcusd.net.

____ b. I am not to leave my child at the Temple City Early Learning Academy (TCELA) preschool/center unless a TCELA staff or volunteer is there to receive and supervise my child.

____ c. Should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for my child's safety, staff may have no recourse but to contact the police.

____ d. TCUSD is mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.

____ e. TCELA may terminate my child's enrollment for any of the following reasons:

- Emergency names and phone numbers are incorrect
- Parent/Guardian is late picking up their child after the program closes (excessively)
- Non/Late/NSF payment of tuition fees
- Excessive failure to adhere to the sign-in/sign-out policies
- Excessive failure to notify TCELA that my child will be absent
- Behavior that is continually disruptive or dangerous to others and/or self
- Behavior that is disruptive to property and/or refusal to replace said property
- Any single incident that is deemed by the Administrator to be dangerous, harmful, or disruptive
- Harassment, violent behavior, or threat of such behaviors against a staff, person or other member by a parent/guardian or persons associated with the child (family member, family friend, etc.)

____ f. Program participation requires accounts to be in good standing. Non-payment of fees will result in my child not being allowed to participate in the program. I further understand that there is an administrative processing fee for any payment returned by my bank account. I am aware of the refund/credit policy. Tuition due dates can be found on our TCELA website.

____ g. TCUSD staff will not become involved in any custodial disputes between parents/guardians. If TCUSD documents are requested, the court must request them. Our staff's responsibility is to provide a safe environment for children.

____ h. I understand that I am required to give a two-week written notice when terminating from TCELA. If the two-week notice is not given, I will not receive a refund or credit. Registration fees are non-refundable.

____ i. 24-hour fever-free and 48-hour vomiting and diarrhea clearance will be required prior to children returning to program participation.



Temple City Early Learning Academy

_____ j. All children enrolled in our tuition-based program must be potty-trained and able to use the restroom unassisted. This includes independently removing clothing, wiping independently, refastening clothing, and hand washing. Please be reasonably sure that your child has demonstrated that they are ready. In extreme situations, parents will be contacted to assist the child.

_____ k. TCELA has the right to modify and/or amend this agreement upon thirty days (30) written notice of any changes.

_____ l. The Community Care Licensing Division of the California Department of Social Services (Section 101200) has the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren) or any staff member and or the examination of all records relating to the operation of the facility, the licensing agency has the opportunity to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

_____ m. A vision and hearing screening will be conducted to determine whether your child's vision and hearing are within normal limits.

_____ n. The TCUSD TCELA may use photographs of children in the classroom, in school newsletter, in advertisements, and/or on the District's website. These photographs and videos are also uploaded into our schools' Procure app. If you do not give permission for our school to use these photos and videos, please email us at tccla@tcusd.net

Print Child's First and Last Name

Date

Print Parent's/Guardian's First and Last Name

Parent's/Guardian's Signature



Temple City Early Learning Academy

Authorization for the Administration of Sunscreen

2024-2025

Child's Name: _____

Brand of Sunscreen: _____

(Spray-on Sunscreen only, must have UVB and UVA protection of SPF 15 or higher)

I give permission for the above materials to be administered while my child is attending Temple City Early Learning Academy (TCELA). I understand that I must supply staff/instructors with the sunscreen in its original container, with my child's name on it.

| | | |
|----------------------------------|-------------------|-------------|
| _____ | _____ | _____ |
| Parent/Guardian Signature | Print Name | Date |

Receipt of Notification of Parent Handbook

Temple City Early Learning Academy

This handbook has been written to describe our school, goals, policies, and many practical details in order to make each school day as happy and successful as possible.

We use our TCELA Parent Handbook as a reference to Community Care Licensing and TCUSD policies and procedures. Please keep our handbook for your reference, as it will answer many of your questions (www.tcela.tcusd.net). This page will serve as a notification of receipt between TCELA and the parent/guardian of the enrolling child.

I certify that I have received the TCELA Parent Handbook and acknowledge receipt of information regarding my rights and responsibilities.

Child's Name: _____

| | | |
|----------------------------------|-------------------|-------------|
| _____ | _____ | _____ |
| Parent/Guardian Signature | Print Name | Date |