

ENROLLMENT AGREEMENT, TUITION, & CONTRACT

New Student 2021-2022



Enrollment Agreement, Registration Fee of \$150 and deposit due no later than 48 hours after acceptance.

PLEASE PRINT

Child's Full Name: _____ **Birthdate:** _____ **Sex:** _____

Father's Full Name: _____ **Email:** _____

Best Phone: _____ **Other Phone:** _____

Mother's Full Name: _____ **Email:** _____

Best Phone: _____ **Other Phone:** _____

Home Address: _____ **City:** _____ **Zip:** _____

May we include your **NAME, ADDRESS, PHONE, and EMAIL** in the Classroom Roster?
(cross off info you **DO NOT** want to include) Yes No

PROGRAM

The Preschool operates on an 11-month calendar from August 30, 2021 thru July 22, 2022. All programs include morning snack and lunch. All students are welcome to come in as early as 8:30 a.m. Classes start at 9 a.m. The school is open until 3:30 p.m. daily.

PRESCHOOL PROGRAM - AGES 2 THROUGH 4

- 4 HALF-DAY Program 9 a.m. – 12:30 p.m. (please circle) MON TUE WED THUR FRI
- 5 HALF-DAY Program 9 a.m. – 12:30 p.m.
- 4 FULL-DAY Program 9 a.m. – 3:30 p.m. (please circle) MON TUE WED THUR FRI
- 5 FULL-DAY Program 9 a.m. – 3:30 p.m.

PRE-K PROGRAM - AGES 4 THROUGH 5 – 5-DAY OPTION ONLY

- 5 HALF-DAY Program 9 a.m. – 12:30 p.m.
- 5 FULL-DAY Program 9 a.m. – 3:30 p.m.

OFFICE USE ONLY	
Reg Fee # _____ \$ _____	Date _____
Deposit # _____ \$ _____	Date _____

TUITION SCHEDULE & FEES

AUGUST 30, 2021 – JULY 22, 2022

TUITION	11 Month Total	Monthly Installments
5 Full Days	\$17,600	\$1,600
4 Full Days	\$16,170	\$1,470
5 Mornings	\$16,445	\$1,495
4 Mornings	\$15,345	\$1,395

REGISTRATION/ENROLLMENT PROCESS

Return this completed form with \$150 non-refundable registration fee and non-refundable deposit equal to 2 monthly installments. This is due by Monday, March 1, 2021 12 p.m.

The Preschool operates on an 11-month calendar from August 30, 2021 through July 22, 2022. Tuition is based on the number of hours for which you elect to contract for the full 11 months. For new students, the total deposit (2 months tuition) is due March 1, 2021. No spots are guaranteed thereafter. The deposit is applied to the months of June and July of 2022.

The remaining 9 installments are due the first day of the month, September to May, during the school year. **Payments received after the 5th of the month will incur a five dollar (\$5.00) per day late charge. Maximum number of late days allowed- 10 school days (\$50) after which child may not be admitted to class without office approval. There are no refunds.**

We welcome tuition paid in full by June 1, 2021. A \$350 discount will be applied to accounts paid in full.

The number of hours for which you originally contract are the minimum number of hours you will be required to pay. However, if space is available, additional days or hours may be added at the discretion of the Director. **The Preschool reserves the right to deny requests for reductions in hours or change in days. There will be no credits given for holidays, illness, vacation, and staff education days or other school closure days.**

OTHER FEES

Annual non-refundable registration fee	\$150.00 (includes Earthquake kit fee)
Late Pick-Up fee	\$2.00 per child/per minute
Late Payment fee	\$5.00 per day
Returned Checks	\$50.00

Please make checks payable to FIRST UMC OF SANTA MONICA with your child's name on the memo line. Or you may make a payment online www.santamonicaumc.org/preschool for a small convenience fee.

THE FIRST UNITED METHODIST CHURCH PRESCHOOL (“Preschool”) is open to all children who may benefit from our program regardless of race, nationality or creed. The Preschool is a ministry of First United Methodist Church which is a 501(c)3 non-profit organization.

CONDITIONS TO ENROLL

For admission to the Preschool:

- Children must be at least 2 years of age by the start of school.
- All forms and health reports must be completed in full, returned and approved by the administration prior to the start date.

SCHEDULE

- The Preschool is an 11-month program, open from the hours of 8:30 a.m. to 3:30 p.m. It is required that **all children be in attendance by 9:00 a.m.**
- All full day children are given an opportunity to rest during the day. Please refer to the naptime policy listed in the Parent Handbook.
- There are various school closure days throughout the year. Please refer to the School Calendar.

ILLNESS POLICY

No child may be brought to Preschool when ill or exhibiting a fever. Parents are expected to keep children home for a full 24 hours after experiencing a fever or stomach flu symptoms. If a child becomes ill at school, parents will be notified, and arrangements must be made to have the child picked up immediately. All students are required to be immunized per California SB277 law. Please refer to the Preschool’s most updated Parent Handbook for further information.

COVID-19 POLICY

Children with symptoms of COVID-19 must remain at home for a minimum of 10 days, and 24 hours after the resolution of any fever without fever-reducing medication and the improvement in other symptoms. Symptoms of COVID-19 may include shortness of breath, new loss of taste or smell, nausea, chills, headache, muscle aches, and fatigue. Children who have been exposed to somebody with a respiratory illness must stay at home for 14 days to monitor symptoms. If no symptoms appear after 14 days, the child may return. Children who are sick, but do not demonstrate symptoms of COVID-19, may return 24 hours after illness symptoms disappear. If your family travels outside of the Southern California region, we require your child to take a COVID-19 test upon returning and quarantine (stay at home and avoid contact with others) for at least 10 days after returning home. In order to resume attendance at the preschool, the Child must receive a negative COVID-19 test result and complete the 10-day quarantine. Failure to abide by this COVID19 Policy, will result in immediate termination from the Preschool. Days when child cannot attend the Preschool due to the above will be charged as though care were provided. Provider reserves the right to amend this COVID-19 policy with written notice and without parent consent as state and local rules re COVID-19 are constantly in flux. We ask that parents help us in ensuring the health of children and staff by monitoring symptoms, including daily temperature checks.

FORCE MAJEURE

The School’s obligations under this contract shall be immediately suspended without notice during all periods that the school is closed because of force majeure events including, but not limited to, any fire, act of God, war, governmental action, epidemic, pandemic, act of terrorism or any other event beyond the school’s control. If such an event occurs, the school’s duties and obligations in this contract will be postponed until such time as the school, in its sole discretion, may safely reopen. Such a closure will not affect parents’ tuition payment obligations.

MODIFICATION/AMMENDMENT

The Preschool reserves the right to modify or amend agreement by written notice of any changes in basic rates or services.

WITHDRAWAL AND TERMINATION POLICY

The Preschool requires 30 days written notice on the first day of any given month to withdraw a student and terminate contract prior to the end of a school year. **The deposit is non-refundable.** Absent written notification of early withdrawal, the Preschool will assume the student is in attendance and payment is required accordingly. There are no refunds.

The Preschool may exclude or terminate the enrollment of a child in the Preschool program immediately upon written notice to the parent of such exclusion and termination if any of the following conditions occur:

- A. Harassment. If the behavior of the child or his/her parent(s) or guardian(s) threatens the physical well-being, mental health, or safety of one or more of the children or persons at the Preschool this will be considered harassment. Harassment is defined as inappropriate, unwelcome, or offensive conduct, whether verbal, visual, or physical.
- B. Failure to Pay. Termination can result from failure on the part of the parent(s) or guardian(s) to pay tuition within 30 days of the payment due date. This right to terminate is not contingent on preliminary notification by the Preschool of the delinquent payment.
- C. Breach of Contract. Termination can result from failure to comply with the provisions of this contract or the policies in our Parent Handbook.

Our priority is the safety and well-being of our students. Our Preschool staff is very committed at meeting the individual needs of each child. However, if it becomes evident that our program is not a good fit for your child, the Preschool reserves the right to terminate this Contract. Please be assured that if this becomes necessary, we would be happy to work with you to assist in finding a more suitable program.

Any parent or guardian who in any way interferes with or prevents a faculty member from carrying out his/her duties in a satisfactory manner will be required to leave the Preschool premises immediately. If the parent or guardian refuses to leave, the Preschool staff will seek assistance from available Church staff or, if necessary, civil authorities.

PARENT CONCERNS

Parents may have concerns related to the care of their children, enforcement of school rules, Preschool policies and procedures, or other matters related to the Preschool. When such concerns arise, they should be directed to the Director of the Preschool who will take every available measure to resolve the issue(s).

WAIVER POLICY

Any decision by the Preschool to refrain from enforcing certain of its rights arising as a result of any breach of this Contract or a breach of any provision of the Parent Handbook, nor the Preschool's decision to refrain from immediately enforcing any such rights shall constitute a waiver by the Preschool of such breach nor a waiver of any other breaches, if any, now or hereafter existing under this Contract or the Parent Handbook. Further and without limiting the foregoing in any respect, the waiver of any breach under this Contract does not constitute a waiver of any rights under this contract, nor may any one waiver be assumed to constitute a subsequent waiver of any future breach. No action or failure to act hereunder shall constitute a waiver of the Preschool's rights afforded by this Contract.

I have read and understand the above Contract, Registration Form, and Tuition Schedule. And by my signature below, agree to comply with these policies and those in the Parent Handbook.

Parent's Name _____ Child's Name _____

Parent's Signature _____ Date _____