

2023-2024 ENROLLMENT CONTRACT



Returning Student/Sibling

- Enrollment Contract and Registration Fee of \$160 due February 13, 2023
- Deposit due February 28, 2023

New Student

- Enrollment Contract, Registration Fee of \$160, and Deposit due February 28, 2023

PLEASE PRINT

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

Parent's Full Name: _____ **Relationship to Child:** _____

Email: _____ **Best Phone:** _____

Parent's Full Name: _____ **Relationship to Child:** _____

Email: _____ **Best Phone:** _____

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

PROGRAM

The Preschool operates on an 11-month calendar from August 28, 2023 thru July 19, 2024. An optional summer camp is offered. Morning snack and lunch are included. All students are welcome as early as 8:30 a.m. Classes begin at 9 a.m.

PRESCHOOL PROGRAM - AGES 2 THROUGH 5

- 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.**

EXTENDED PROGRAM – This is in addition to the above program and intended for families for whom after school care is a necessity. Snack included.

- EXTENDED PROGRAM 3:30 p.m. – 5:30 p.m.**

Cost: \$225.00 per month

OPTIONAL SUMMER PROGRAM WILL BE AVAILABLE

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



TUITION SCHEDULE & FEES

AUGUST 28, 2023 – JULY 19, 2024

TUITION	11 Month Total	Monthly Installments	Deposit Due
5 Full Days	\$18,590	\$1,690	\$3,380
4 Full Days	\$17,160	\$1,560	\$3,120
5 Mornings	\$17,490	\$1,590	\$3,180
4 Mornings	\$16,280	\$1,480	\$2,960
Extended Program	\$2,475	\$225	

OTHER FEES

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.

REGISTRATION/ENROLLMENT PROCESS/TUITION

Deposit

Non-refundable deposit is due February 28, 2023. No spots are guaranteed thereafter. The non-refundable deposit is applied to the months of June and July of 2024.

The remaining 9 installments are due the first day of the month, beginning September 1 and concluding May 1. **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, 2023. 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.**

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 of Events.

ENRICHMENT

For an additional fee, a variety of extracurricular activities are available in the afternoon. Enrichment Classes often include Spanish, Science, Yoga, Dance, Woodworking, Cooking, and Language Immersion.

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 cold/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

Our Preschool follows CDC, City, County and State guidelines.

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/AMENDMENT

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

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

If concerns arise, parents should contact the Preschool Director.

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 not 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. By my signature below, I agree to comply with these policies and those in the Parent Handbook.

**May we include your NAME, ADDRESS, PHONE, and EMAIL in the Classroom Roster?
(Indicate by crossing off info you DO NOT want to include)**

Yes No

Parent’s Name _____ Child’s Name _____

Parent’s Signature _____ Date _____