

**WEST COVINA CHRISTIAN SCHOOL PRESCHOOL**  
**ADMISSIONS AGREEMENT**

This Admissions Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between West Covina Christian School Preschool and \_\_\_\_\_ on behalf of \_\_\_\_\_  
Parent's or Guardian's Name Child's Name

Basic Services: I hereby agree to comply with all rules and regulations specified in the Parent Handbook. These basic services and procedures include the schedule of fees, eligibility, attendance, daily program and curriculum, calendar, and snack and health requirements. I understand that the WCCS Preschool follows the vacation schedule of West Covina Christian School.

Payment Provisions: I understand that for the Full Day 5 day program the \$8,400 yearly tuition for the period between Aug. 28, 2018 through June 5, 2019. The charge for the 3 day program is \$5,000 while the charge for the 2 day program is \$3,900. I understand that for the School Hours Day 5 day program the \$7,175 yearly tuition for the period between Aug. 28, 2018 through June 5, 2019. The charge for the 3 day program is \$4,300 while the charge for the 2 day program is \$3,375. I understand that for the Half Day 5 day program the \$5,775 yearly tuition is for the period between Aug. 28, 2018 through June 5, 2019. The charge for the 3 day program is \$3,500 while the charge for the 2 day program is \$2,775. All payments are due either on the 1st or 15th of the month according to the EFT agreement. Payments received in the school office are charged a \$10.00 processing fee. Payments made in the school office that are not received by the 10th of the month are delinquent, and a 10% late fee will be charged. For EFT accounts in the case of a return for insufficient funds, a late fee of 10% will be assessed as well as an NSF fee of \$25.00. Student is subject to withdrawal when payment is one month delinquent. I understand that my child may return to pre-school after payment is made only if space is still available. Any payment returned for insufficient funds is subject to a fee of \$25.00. Students that enroll during the year will have their tuition prorated.

Withdrawal Procedure: If I wish to withdraw my child from the program. I understand that a minimum of two weeks written notice must be given to the preschool office or two weeks tuition will be charged to my account balance.

Conditions for Termination: I understand that upon recommendation by the Directors, the WCCS/Preschool Board may terminate my child's enrollment if either of the following conditions arise:

1. My child's behavior threatens the physical, mental health or well being of the other children at WCCS Preschool.
2. The WCCS Preschool experiences are not meeting my child's mental or physical needs.

Right of Licensing Officials to Interview Children: I understand and acknowledge that WCCS Preschool is a licensed day care center. Under California law, the California Department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed day care center, to inspect and audit children's records, to observe the abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examinations of children.

Modification: I understand and acknowledge that, under California law, WCCS Preschool may modify this agreement whenever circumstances covered in the agreement change. Such modification must be in writing, and signed and dated by parent(s) and preschool. If any changes in preschool tuition occur, the preschool agrees that such changes will occur at the beginning of the school year in August.

Mother/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_