

ADMISSION POLICIES

A. Persons Accepted for Care:

A child must be two and a half years of age to enroll in the preschool program, potty trained, and emotionally able to attend Preschool. Students may stay in the Preschool until they reach the maturity necessary to begin West Covina Christian School Kindergarten program. The director will review the application with the parent to better understand the child's needs.

B. FEE SCHEDULE

1. Registration Fee

When enrolling a child in the WCCS Preschool, a non-refundable, yearly registration fee of \$100.00 and a Curriculum and Class Fee of \$100.00 is to be submitted along with the Registration Application.

2. Tuition Payments

The registration fee is due at the time of the parent meeting if the child is accepted for admission. Tuition is paid in 11 installments beginning in July. These 11 installments cover annual tuition from late August through early June for the days West Covina Christian School is in session. Full Day Preschool tuition for the 2019-2020 school year for children who attend five days a week will be \$8,575 paid in eleven equal installments July through May. For children who attend three days a week, tuition is \$5,202; tuition for attendance two days a week is \$3,869. School Hours Preschool tuition for the 2019-2020 school year for children who attend five days a week will be \$7,350 paid in eleven equal installments July through May. For children who attend three days a week, tuition is \$4,488; tuition for attendance two days a week is \$3,358. Half-Day Preschool tuition for the 2019-2020 school year for children who attend five days a week will be \$5,950 paid in eleven equal installments July through May. For children who attend three days a week, tuition is \$3,672; tuition for attendance two days a week is \$2,774. Tuition paid through EFT accounts may be made on the 1st or 15th of each month. Tuition payments made directly to the WCCS office every month will be charged a \$10 per month processing fee for this service. Tuition paid in full or 2 payments will receive a discount. Please contact our bookkeeper for discount options. The Full Day & School Hours Programs includes two nutritious snacks. The Half-Day Program includes the morning snack.

3. Financial Policy

Any payment returned for insufficient funds is subject to a fee of \$25.00. Payments made in the 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. If account is not paid and becomes one month delinquent the student is subject to withdrawal.

4. Withdrawal Policy

If you wish to withdraw your child from the program, you understand that a minimum of two weeks written notice must be given to the preschool office or two weeks of tuition will be charged to your account balance.

5. Modification Conditions

I understand and acknowledge that, under California law, WCCS Preschool may modify the Admissions Agreement whenever circumstances covered in the Admission 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 September.

6. a. Delinquent Tuition Payment

A student is subject to withdrawal if payment is one month delinquent. Your child may return to preschool when payment is made only if space is still available.

b. Returned Check Policy

There will be a \$25.00 Service Charge for each check returned to us by your bank.

c. Late Charge

If tuition payment is received late, a 10% late charge will be assessed.

C. Criteria for Determining Placements and Pre Admission Appraisal Plan:

Parents will be asked to fill out an application and a pre-admission health history which includes questions about the child's health, strengths, weaknesses, interest, and things that motivate the child. This application will serve as a basis for a discussion between the parent and the director to determine whether the WCCS Preschool is a proper placement for the child.

D. Needs and Services Plan:

The mission of the WCCS Preschool is to cultivate, motivate, and foster the God-given talents and gifts within each child. To accomplish this the preschool offers a comprehensive research based curriculum while integrating Christian values and Biblical truth. We strive to help each child reach their individual potential through various modalities in order for each child to be well prepared for their academic career.

E. Clients Rights:

The client will receive License Form #995 dated 1/90 which notifies them of their rights. They will also be given a handbook, which lists our discipline policies including the fact that children will not receive corporal punishment even if the parent requests it. The parent will be informed that the rights of the child will not be violated.

F. Caregiver Background Notification:

This notifies parents that they can go to the website listed and check if the teachers have a criminal background. Please sign one copy and return it with the packet. The other copy is for your records.

G. Medical Assessment:

Parents will be asked to fill out License Form #702 dated 12/93 entitled "Child's Pre Admission Health History-Parents Report". They will also be required to have License Form #701 dated 5/94 by the child's physician. These two forms will be used to assess the child's health to determine if the WCCS Preschool is a proper placement for the child.

H. Pre Admission Appraisal Plan:

See letter C

I. Emergency Information:

The parent will fill out the emergency information form, which lists phone numbers for parents and other persons who can be called in case of emergency. There is also an authorization for medical service on the form.

J. Sign-in and Sign-out Procedures:

The adult bringing the child to school must accompany him/her to Room 1 and sign the Classroom SIGN-IN/SIGN-OUT SHEET. This sheet must also be signed before the child can be RELEASED from the classroom. Children ARE NOT TO BE DROPPED OFF AT THE HALL DOOR. Please remain with the child until he/she has been greeted by the teacher in the classroom and admitted to school for that day.

If the parent is unable to pick the child up from Preschool, the child will only be released to persons listed on the emergency form. ID will be required every time an educator has not seen the ID or cannot recall seeing one's ID. Therefore, we encourage all persons picking up your child to have an ID on their person at all times in order for the child to be released to that person. The person will not be allowed to pick up child unless they are at least 18 years of age or older and written on the proper form.

K. Immunization Requirements:

State law requires immunizations for admission to and attends preschool. The physician's report form will confirm that immunizations were administered. The immunization requirements are as follows:

3 - 5 years (Preschool and Pre Kindergarten classes)

Polio	3 doses
DTP, or combination of DTP and Diphtheria-tetanus toxoids	4 doses
Measles, rubella and mumps	1 dose of each, separately or combined, on or after the 1st birthday
Hib	1 dose on or after the 1st birthday
Hepatitis B	3 doses
Varicella (chickenpox)	1 dose (or documentation of chickenpox disease)
TB Test Mantoux	Must be given within one year of Preschool admission.

Transitional Kindergarten

Polio	4 doses (3 doses okay if given on or after 4th birthday)
DTP, or combination of DTP and Diphtheria-tetanus toxoids	5 doses (4 doses okay if given on or after 4th birthday)
Measles, rubella and mumps	2 doses
Hib	1 dose on or after the 1st birthday
Hepatitis B	3 doses
Varicella (chickenpox)	2 dose
TB Test Mantoux	Must be given within one year of Preschool admission.

L. Emergency Food Packet:

WCCS Preschool requires that each student have an emergency food packet, which includes: solar blanket, plastic spoon, and food for 3-4 meals, medication your child takes regularly and completed emergency form.

M. Change of Clothes:

Each child needs to bring an extra change of clothing. This includes a top, bottoms, underwear, and socks. This is in case a child has a bathroom accident or spills something.

N. Bed Sheet and Small Blanket:

Each child needs to bring a crib sheet to put on their mat for nap time. They may also bring a small blanket to sleep with.

O. Medication/Tylenol Release Forms:

If the school is to administer any medication, students must have Tylenol/or medication release forms signed by a physician and on file at the school.

P. Physical Examination Requirements:

Physician's form must be signed by your doctor. Please check to see that the form is complete with dates for the Immunizations and the TB test which must have been given within one year of school entry date or within 30 days following the acceptance of student. In addition, parents should call attention to allergies, handicaps or medication the child may be taking. This must be done in writing! Following Regulation Code 101220a in the California DDS Manual, a Medical Assessment must be completed and turned in prior to or within 30 days of Enrollment. Failure to submit a Physician's Report will result in immediate withdraw/suspension until the Physician's Report, Immunization Record and TB Results are submitted.