

Today's Date _____ Preferred Start Date _____ Requested Attendance Days (*please circle*) **M T W Th F**

Date of Birth _____ Place of Birth _____

Child's Name _____ Gender: M ___ F ___
Last First Middle

Address _____ Phone _____

City _____ State _____ Zip Code _____

Mother/Guardian _____ Driver's License # _____ SSN _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Birthplace _____ Religion _____

Cell Phone _____ Work Phone _____

Place of Employment _____ Email Address _____

Father/Guardian _____ Driver's License # _____ SSN _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Birthplace _____ Religion _____

Cell Phone _____ Work Phone _____

Place of Employment _____ Email Address _____

Child lives with (Check all that apply): Both Parents ___ Mother ___ Father ___ Step-mother ___ Step-father ___
Grandparents ___ Other _____

Religion: Catholic ___ Non-Catholic ___ Parish _____ Registered: Yes ___ No ___

Child's first language: English ___ Spanish ___ Other (please specify) _____

Primary language spoken at home: English ___ Spanish ___ Other (please specify) _____

For reporting purposes only--Student Ethnicity: Are you Hispanic or Latino? Yes ___ No ___

Race (Mark all that apply): White ___ Black or African American ___ Asian ___ American Indian or Alaska ___

Native Hawaiian or Other Pacific Islander ___ Some Other Race (please specify) _____

Required Documents: Copy of Birth Certificate _____ Copy of Immunization Record _____
Copy of Baptismal Certificate _____ Physician's Form (LIC 701) _____ \$25 Application Fee Cash/Chk # _____

St. Mary Preschool
1351 58th Street, Sacramento, CA 95819
ADMISSION AGREEMENT

Child's Name: _____ Date of Birth: _____ Age: _____ Sex: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Parent's or Guardian's Name

Mother's Name: _____ Day Phone: _____

Father's Name: _____ Day Phone: _____

MONTHLY TUITION & FEE SCHEDULE

	2 Day	3 Days	4 Days	5 Days
Full Day (7:00-6:00)	\$473	\$587	\$682	\$775
School Day (8:00-3:05)	\$364	\$430	\$525	\$597
Half Day (8:00-12:30)	\$290	\$322	\$346	\$387

Non-Refundable Registration Fee: \$175.00 Drop in Rate: \$15.00 per hour Schedule Change Fee: \$20.00

All tuition fees are due on the 5th or 20th of the month and are deducted via FACTS. FACTS will assess a \$30 fee for every failed deduction due to insufficient funds. There will be no refunds for tuition, registration fee, or any other fees incurred. Snacks are provided with all schedules. Tuition fees are based on a full year operating budget. The tuition payment is to reserve your child's place at the center and must be paid whether or not your child is in attendance. We do not allow make up days or give credit for any time missed due to illness, holidays, staff in-service days, etc.

St. Mary Preschool is open Monday through Friday from 7:00am to 6:00pm. The center will be closed on all major holidays as outlined in the Parent Handbook. In addition to these holidays, it may be necessary to be closed for staff in-service days and building maintenance, which are subject to change. The preschool director will provide advance notification of these days as they occur. Withdrawal is permitted at any time with a two week written notice. If no written notice is provided, tuition will be charged as usual.

The licensing agency has the right to review files and interview children without prior notification.

Grounds for termination of enrollment: Lack of payment or cooperation with the programs and policies of the preschool.

My child will arrive at: _____ My child will leave at: _____ Number of days per week: _____

My child will be in your care: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

We have read, fully understand, and agree to comply with the rules and provisions set forth in the St. Mary Preschool Parent Handbook.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Director: _____ Date: _____

St. Mary Preschool
1351 58th Street, Sacramento, CA 95819
PRESCHOOL REGISTRATION

Child's Name _____ Starting Date _____

Please initial next to each section to indicate that you have read and understand the following:

_____ **Registration Fee**

The one-time non-refundable registration fee is \$175.00 and is paid at the time of registration.

_____ **Tuition Payment**

All tuition fees are due on the 5th or 20th of the month and are deducted via FACTS. FACTS will assess a \$30 fee for every failed deduction due to insufficient funds. There will be no refunds for tuition, registration fee, or any other fees incurred. The tuition payment is to reserve your child's place at the center and must be paid whether or not your child is in attendance. We do not allow make up days or give credit for time missed due to illness, holidays, staff in-service days, etc.

_____ **Notification of Withdrawal**

Parents and Guardians must provide at least two weeks written notice to withdraw from the program; if proper notice is not given tuition will be charged as usual. Vacation days may not be used in lieu of withdrawal notice.

_____ **Program Changes**

Tuition and fee rates are assessed once a year. Thirty day written notification will be given prior to increasing tuition or fees. Tuition fees are based on a full year operating budget. Thirty days written notification will be given if there are any modifications to the preschool program (closure dates, minimum days, in-service dates, and hours of operation).

_____ **Definition of Half Day, School Day, and Full Day**

The preschool offers a variety of schedules to meet the needs of our families. Half Day is defined as 8:00-12:30; School Day is defined as 8:00-3:05; and Full Day as 7:00-6:00 or any schedule in excess of the School Day option.

_____ **Penalties for After Hours Pick Up**

Parents and Guardians that do not pick up their children by the end of the day (6:00 pm) will be assessed a late fee of \$1.00 per minute per child. If children need to extend their Half Day or School Day program the hourly rate of \$15.00 will be applied. The hourly rate is prorated to the nearest quarter hour.

_____ **Schedule Changes**

The Director must approve all changes in your child's schedule. Parents and guardians must provide a request for a change in schedule to the director for approval. Licensing regulations limit the number of children we can serve on a daily basis, and we must remain within this capacity. Schedule changes will not be permitted for the purpose of avoiding established holidays and in-service days. There will be a \$20.00 fee for all changes to the child's regular schedule.

Closure Days

Holidays are outlined in the Parent Handbook. They include, but are not limited to: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. In addition to these holidays, it may be necessary to be closed for staff in-service days or building maintenance, which are subject to change. The preschool will provide advance notification of these days as they occur.

Absence and Sick Days

No tuition credit or make up days are allowed for absences or illness. If your child will be absent, please notify the preschool staff by calling the office or emailing the director.

Refusal of Service and Grounds for Termination

We reserve the right to refuse service if it is determined that the child will not benefit from the preschool program offered by St. Mary School. After admission, if it becomes evident that we are not effectively able to deal a child's behavior, and such behavior is limiting our ability to provide services to other children enrolled in the program, you may be asked to seek care elsewhere. We must also stop providing services if parents/guardians do not demonstrate responsibility for financial obligations or cooperation with the program's rules and regulations.

Sign-In and Sign-Out Procedures

State licensing regulations require that children must be signed in and out by the parent, guardian, or authorized adult each time they drop off and pick up the child. Times and full legal signatures are required on a daily basis (initials are not allowed).

Security

Children will be released to only those persons whose names are listed on the Identification and Emergency Information form (Lic. 700). The preschool must be given advance written notice of the name of any person who will pick up your child. Authorized persons must be 18 years or older and must present photo identification to staff upon request at pick up.

Emergency Contact Information

At least one of the persons listed on the Identification and Emergency Information form must be able to be immediately contacted and able to pick up the child within one hour of notification in case of emergency or illness. In the event of an accident or medical emergency, an attempt will be made to contact parents first, then the emergency contact persons. If these efforts are unsuccessful, an attempt will be made to reach the child's physician and the physician's advice will be taken. If this or immediate medical attention is required, it will be provided at the parents' expense. Permission to discuss the child's condition and or medical history under these circumstances or for required medical attention is granted as part of this agreement.

Immunization History and Physician's Report

Parents/Guardians must provide proof of up-to-date immunizations before their child begins preschool. The Physician's Report (Lic. 701) must be completed and returned to the preschool within thirty days of the child's starting date.

_____ **Rights of the Licensing Agency**

The Community Care Licensing Division of the Department of Social Services and its agents has the authority to inspect the center and interview staff and/or children in its care without prior consent. The Department has the authority to inspect, audit, and copy child care center records upon demand during normal business hours. Records may be removed if necessary for copying.

_____ **Approvals**

The signatures below hereby authorize St. Mary Preschool to provide immediate medical attention for the child if necessary. The undersigned have read and understand the attached Admission Agreement and terms and conditions outlined in this Registration Agreement.

Signature of Parent/Guardian _____ Date _____

Printed Name _____

Signature of Parent/Guardian _____ Date _____

Printed Name _____

Signature of Director _____ Date _____