

New Hope Preschool 2019-2020

Admission Agreement for Returning Students

(Revised April 1, 2019)

The following agreement is made by and between parent(s)/guardian(s) and provider:

_____ (Child's Name) _____ (Date of Birth)

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Provider Name: **New Hope Community Church Preschool (FKA: Tiny Tots)**

2720 Olympic Parkway

Chula Vista, CA 91915

Rates & Payment Policies:

- This program services children 3-5 years of age. The child must be 3 and potty trained before the first day of class to be eligible.
- There is a \$25 nonrefundable supply/registration fee for each semester class, due at time of registration.
- Charges for Monday-Thursday core classes will be:
 - Monday/Wednesday AND/OR Tuesday/Thursday 9:00-12:00: \$1350 per year if you pay in full or 2 payments of \$675 per semester or 4 payments with a small fee of \$25.00 per transaction making each payment a total of \$362.50. The first payment being due at time of registration, 2nd due September 1st, 3rd due November 1st, and 4th due by March 1st, 2020.
 - Monday/Wednesday AND/OR Tuesday/Thursday 9:00-2:00: \$2250 per year if you pay in full or 2 payments of \$1125 per semester or 4 payments with a small fee of \$25.00 per transaction making each payment a total of \$587.50. The first payment being due at time of registration, 2nd due September 1st, 3rd due November 1st, and 4th due by March 1st, 2020.
- A Dual Immersion Spanish class is offered to Pre-k students (students who will be entering Kindergarten July of 2020). The Dual Immersion Spanish class is offered both 9-12 or 9-2 with an added fee (to the above prices) of \$100 per semester.
- Friday Semester Specialty classes are on offered Fridays from 9:00am-11:00am and/or 11:00am-1:00pm and will run from 5 months or about 18 weeks. Each class will be \$225 for the whole semester(18 days), due at the time of registration. Or you can choose to make 2 quarterly payments for a small fee of \$15.00 per transaction for 2 payments of
- Payment for M-TH core classes can be made in annually (payment in full at the time of registration), 2 semester payments, with the first being due at time of registration and the second being due November 1st, or semi semester payments, with the first being due at time of registration, second on September 1st, third on November 1st, and fourth on March fourth. All registration is done through Blue Sombrero, our online registration system.
- Late pickup fees are due on the date of the infraction. (\$5 for the first 10 minutes, with an additional \$1 per minute afterward.)
- Parent/Guardian agrees to pay \$25 and any additional costs incurred if a check is returned to the provider. Thereafter, the payment will need to be made in cash or money order.
- Parent/Guardian agrees to pay a \$25 nonrefundable transfer fee if changing registration days and/or transferring from one class to another.

Refund Policy:

Refunds for classes/events held at New Hope are as follows: After you have attended the first class, if you decide it is not a good fit for whatever reason, we will refund you 100% of what you have paid, less \$25 registration fee. After you have attended more than one class, we do not offer refunds. For New Hope preschool, if you register annually, you are not obligated or locked in the second semester if you have not yet attended the first week of that semester. If after the 1st week of the 2nd semester you do not feel it is a good fit for whatever reason, we will refund in full for that 2nd semester.

Licensing Rights:

New Hope Preschool (formerly known as Tiny Tots) is licensed by the California Department of Social Services, Community Care Licensing: #376701082. Any authorized agent of Community Care Licensing may, upon presentation of proper identification, enter and inspect the premises, interview the children and/or staff, and examine and audit child and center records without prior notice to ensure compliance.

Provider Agreement:

- The provider agrees to provide services for the above named child for the hours and days stated except in the case of illness or emergency.
- The provider agrees to provide a safe and loving Christian environment for the children.
- The provider agrees to provide appropriate activities and toys for the children.
- The provider agrees to communicate with the parent/guardian about the needs and achievements of the child.
- The parent/guardian may visit at any time during normal hours to check on their child.

Policies and Procedures:

In order to assure that all parents/guardians clearly understand the policies and procedures of the New Hope Preschool Program, we ask that you **read and initial** the following items:

_____ I understand that I (or a designated adult 18 or older) must walk my child to their classroom and make sure that my child is signed in and out of the attendance book each day they attend Tiny Tots. I will also make sure that a staff member is aware that my child has been dropped off.

_____ I agree that if my child is ill, I will keep him/her home until they have been symptom free for 24 hours. (Fever, vomiting, diarrhea, etc.)

_____ I will inform New Hope Preschool in writing of any changes in address, phone number, emergency contact information or any changes in the family situation.

_____ I understand that toys from home will not be allowed. Any toy brought from home will be taken up and given back to the parent. New Hope Preschool and its staff are not responsible for toys brought from home.

_____ I understand that I need to send my child with appropriate clothes to be played in, including close-toed shoes. (NO flip-flops.) I also understand that there should always be a change of clothes or 2 in his/her backpack.

_____ I understand that the program is built to prepare my child for Kindergarten and classes are set up for certain age groups with age cut off dates for each class. Teachers are not obligated to teach outside of their age range. New Hope Preschool will place children in classes first because of their age and then after 1 month if you and the teacher feel the age is not appropriate for your child, we will meet and discuss holding back or moving up your child.

_____ I have read and understand the New Hope Preschool Family Handbook (available on the New Hope Tiny Tots webpage, as well as the church lobby).

Termination of Service:

We reserve the right to terminate any enrollment at New Hope Preschool due to the following reasons:

- Non-sufficient funds
- Abuse of children, staff or property
- Violation of New Hope Tiny Tots program policies
- Disruptive or dangerous behavior towards children or staff
- The program's inability to meet the child's needs

By signing this contract, all parties agree they have read the Admission Agreement, and acknowledge and agree to all terms and policies stated.

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Director Signature _____ Date: _____

Participant Information

Child's Name: _____

Birthday: _____ Age: _____

Mother's Name: _____

Cell: _____ Work: _____

Email: _____

Father's Name: _____

Cell: _____ Work: _____

Email: _____

Emergency Contact (other than parent):

1. _____ Phone #: _____

2. _____ Phone #: _____

Allergies/Important Medical Information: _____

People authorized to pick me up:

with note / without note

with note / without note

with note / without note

with note / without note

Additional notes:

2019/2020 PHOTO RELEASE FORM

Please fill out and sign the appropriate statement to either GRANT or REFUSE permission to use pictures of the participant on the church website and/or for other church publicity.

To GRANT permission to use participant's pictures:

I, _____ (please print your name) GRANT permission for New Hope Community Church to publish photos of participant, _____ (please print participant's name) in the church's various forms of publications, or on the church's various websites. I give New Hope Community Church the perpetual, royalty-free right to use my photo(s) in any manner including, but not limited to publications, social media, and websites.

I understand that both the various publications and websites have a large audience and the participant's photo will be available to the general public. I further understand that New Hope Community Church assumes no liability or responsibility whatsoever concerning any consequences of such use.

I further state that I have the right to give this permission as I am the: **(choose one)** participant, the participant's parent legal guardian.

Publication of these photos may include first names for identification purposes only.

SIGNED _____ Dated _____

To REFUSE permission to use the participant's pictures:

I, _____ (please print your name) REFUSE permission for New Hope Community Church to publish photos of the participant, _____ (please print participant's name) in the church's various forms of publications, or on the church's various websites. I further state that I have the right to refuse this permission as I am the participant, the participant's parent or legal guardian.

SIGNED _____ Dated _____



New Hope Preschool

Educating parents about life-threatening peanut/Tree nut allergies.

Date : 4/1/2019

Dear Parent,

This letter is to inform you that multiple students in your child's school have a severe food allergy to peanuts/nuts. It is important that there is strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are asking your help to provide the student with a safe school environment.

Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you do not send any peanut or nut containing products to school with your child that will be eaten in the classroom. If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

We appreciate your support of these procedures. Please complete and return this form so we are certain you have received this information. Please contact me if you have any questions.

Director: _____ Date: _____

I have read and understand the peanut/nut free classroom procedures. I agree to do my part in keeping the classroom peanut and nut free.

Child's Name : _____

Parent's Signature: _____ Date _____

**New Hope Preschool
2018-2019 INFLUENZA VACCINATION
WRITTEN DECLINATION FORM**

I understand that the California Health & Safety Code section 1596.7995 requires that I obtain a flu shot between August 1 and December 1 each year or provide this declination.

I ELECTED NOT TO HAVE A FLU SHOT IN 2018-2019.

I acknowledge that I was aware of the following facts:

- Influenza is a serious respiratory disease; on average, 36,000 Americans die every year from influenza-related causes.
- Influenza virus is contagious for up to 24 hours before symptoms begin, increasing the risk of transmission to others.
- Some people with influenza have no symptoms, increasing the risk of transmission to others.
- Influenza virus changes often, making annual vaccination necessary. In California, influenza usually begins circulating in early January and continues through February or March.
- I understand that the influenza vaccine cannot transmit influenza.
- I understand that the influenza vaccine does not prevent all disease.
- I declined to receive the influenza vaccine for the 2016-2017 season.

I acknowledge that influenza vaccination is recommended by the Centers for Disease Control and Prevention for all early childhood education workers in order to prevent infection from and transmission of influenza and its complications, including death, to students, my coworkers, my family, and my community.

Knowing these facts, I chose to decline vaccination for the 2018-2019 flu season.

I have read and fully understand the information on this declination form.

Print Name _____

Signature _____ Date _____

NEW HOPE PRESCHOOL

TERMINATION AND SUSPENSION POLICY

Children may be suspended or terminated from the program only for reasons listed below:

SUSPENSION MAY BE NECESSARY FOR NON-PAYMENT OF TUITION. Delinquent payments must be paid in full prior to re-admittance. (Reference Payment, Policies identifying verbal contact with parent within first week of delinquency. Two weeks delinquency may result in suspension following written notice.)

SUSPENSION OR TERMINATION OF CHILD CARE SERVICES MAY OCCUR IF:

- A child has developmental or serious behavioral issues that cannot be adequately met by our staffing plan. Example: children who continually place themselves, other children or staff at risk of physical harm. (Information and referral sources are available to parents upon request.)
- Parents consistently arrive late to pick up their child. Information and referral about alternate care options available upon request.
- Non-payment of tuition.

Verbal expression of concerns, written evaluation of issues, and Parent conferences will precede suspension.

- If a parent's behavior interferes with the orderly conduct of the school or is otherwise disruptive, that parent's child may be terminated from the school without written notice

PROCESS FOR TERMINATION AND SUSPENSION FOR CHILD BEHAVIOR ISSUES

- New Hope Preschool teachers are responsible for informing the Director of serious concerns they have for a child in their classroom.
- When it is determined there are concerns for a particular child in the classroom, the Lead Teacher will informally communicate with the parents and Director. If the problem continues, a minimum of three (3) written observations of the child will be recorded. Parent conferences will be encouraged if the problem remains unsolved.
- The Director will contact the parents in person, by telephone, or by a letter sent home with the child. The Director will arrange a mutually convenient time for a conference with the Director, Teacher and parents. The Center's concerns will be clearly identified in writing.
- After the conference, should the problem seem irresolvable, New Hope will decide whether the child must leave the program. The parents will receive a written statement from the Center including the reason for termination, summary of the Center's observations, interventions made by the Center, and all efforts made by the Center.

Termination of any child's enrollment (whether Center or parent initiated) shall be managed in child-focused manner to prepare the child for termination from the program in a way consistent with the child's ability to understand.

WE WANT YOU AND YOUR CHILD'S EXPERIENCE TO BE A POSITIVE ONE. PLEASE FEEL FREE TO SHARE OBSERVATIONS, QUESTIONS, CONCERNS, AND SUGGESTIONS.

Parent /Legal Guardian: _____ Date: _____

Director: _____ Date: _____

LATE PICK UP POLICY

(As state in the parent Handbook)

It is important and necessary for you to pick up your child on time. A child whose ride is late experiences great anxiety and worry. It is difficult for the child/children and for the teacher who often needs to prepare for the next class or attend to duties outside of our program. We understand that emergencies do happen. If an emergency occurs, please take the time to give us a call. *There is a \$5.00 fee per child for the first 1-10 minutes you are late, and an additional \$1.00 per minute afterward which is due when you pick up your child.*

The following steps will be taken if you are more than 15 minutes late in picking up your child:

- • Continue trying to contact the parents at the numbers listed on the emergency card.
- • Call the alternate emergency numbers listed on the emergency cards.
- • If after 30 minutes there still has been no contact with a parent or an emergency contact person, the Chula Vista Police Department will be notified.

Parents name: _____

Child's Name: _____

Date: _____

Amount Owed: \$ _____

