



HARVEST CHRISTIAN PRESCHOOL

Admission Agreement

ADMINISTRATION

We are pleased that you are interested in our Preschool program. Harvest Christian Preschool & Kindergarten is here to provide a nurturing and caring environment, which stimulates growth in all areas of development.

Our desire is to help build a creative foundation of learning within a child. Some of the characteristics as curiosity, self-confidence, initiative interdependence, and the ability to organize and concentrate will be developed.

Harvest Christian School & Kindergarten is licensed by the California Department of Social Services. The Department of Social Services, Community Care Licensing Division, has the authority to interview children or staff, and to inspect and audit a child or childcare centers records, without prior consent.

ADMISSIONS

STATE REGULATION REQUIREMENT

All forms listed are required by the state of California to be completed and signed by parent / guardian.

ILLNESS POLICY

A child is dismissed from school if found to have a contagious illness. There is a 24 hour waiting period after starting medication before your child can return to school. No child should return to school unless he or she is able to participate in all activities for the day.

It is important that all medications have the child's name clearly marked, as well as the dosage required. Your signature will be required on the medication form for each day medication is brought for your child. Please make sure you have a Physician form with directions on how to administer the medication while your child is on school ground.

If your child has an inhaler, epipen, or any other kind of medicine, please provide the necessary instructions on how it is to be safely administered to your child.

If symptoms of contagious or infectious disease develop while the child is in our care, the child's parent will be notified to come pick up their child with an hour.

To keep in compliance with guidelines set from state licensing, it is **MANDATORY** for your child as well as their classmates to follow this policy.

Policy for **fever** as required by State Regulations:

If a child has a temperature of 100° F or higher the child will be sent home and cannot come back until the fever is resolved (no less than 24 hours) or cleared by a physician.

Policy for **diarrhea** as required by State Regulations:

If a child has two or more loose stools or over and above what is normal for the child, the child will be sent home and the child must be diarrhea free for 24 hours before they can return to the preschool.

Policy for **vomiting** as required by State Regulations:

Any child with a sudden onset of vomiting with irritability or excessive sleepiness shall be picked up as soon as possible. A doctor's note will be required to return back to the preschool.

Policy for **eye secretions (such as pink eye)** or an **unexplained rash** as required by State Regulations:

Child must be picked up as soon as possible and have a doctor's note stating when your child can return back to the preschool.

Policy for **head lice** as required by State Regulations:

Child may return the next day after hair is treated and nit free. Child's hair will be examined.

ATTENDANCE

The attendance of your child is expected. It is important that Harvest Preschool be notified as soon as possible of any changes in your schedule.

REASONS FOR DISMISSAL

Harvest Christian Preschool reserves the right to dismiss a child or children at any time, upon the discretion of the administration.

- Non-payment of tuition. (See Tuition & Fees policy)
- Child exhibits excessive unacceptable, aggressive, or inappropriate behavior that may endanger him/her, other children or staff. This includes but is not limited to: biting, hitting, kicking, punching, scratching, spitting, pull or tackle a child causing injury to a child or teacher. A **24-hr notice** will be given before dismissal.
- Parent/Guardian shows general disregard for school policies. (Parent/guardian consistently does not follow school policies). A **1 week notice will be given before dismissal.**
- Constant late pick-up (**1 week notice**)
- Parent/Guardian is deemed to be verbally or physically abusive to staff, children, or anyone on site. **Immediate dismissal will take place to be removed from the school. If parent refuse to leave when asked, Fremont PD will be called.**

DISCIPLINE PROCEDURE

The preschool staff endeavors to discipline children with consistent love, patience, kindness and gentle firmness in accordance to Biblical principles. This alleviates ridiculing or embarrassing a child and provides respect and dignity.

Reasonable limits are set and explained to the children (e.g. “Keep the material on the tables. The pieces will get lost on the floor.” “Walk in the classroom. You will not bump into the furniture.”).

Respect children’s feelings. Help children express emotion in acceptable ways. (One child says to another, “I don’t want you to knock down the blocks”, rather than hit or push in retaliation).

Adults model appropriate behavior. Under no circumstance is corporal punishment (spanking of any kind) allowed even if a parent says that they approve of it.

Prepare a safe, interesting, developmentally appropriate environment. Allowing a child to choose a center that interests him/her discourages unacceptable behavior.

Offer two acceptable choices (“Would you like to paint a picture or build with blocks?”).

Look for positive behavior and make a comment (“Thank you for putting the puzzles back on the shelf.”).

When a child becomes angry or refuses to cooperate with others, he/she will be separated from the group. This could be by going into another part of the room or going into another room with an adult at group time.

Refrain from visiting with other adults while in the classroom. The classroom is the child's world and the child is the focus of the activity in the classroom.

Refrain from discussing a child in his/her presence.

Encourage children to leave play tackling, guns, action figures, and toys associated with violent behavior at home.

Avoid labeling (positive or negative) or shaming a child.

Give guidance as needed but try not to interfere with the child's activity.

No child shall be subject to physical punishment, corporal punishment, verbal abuse, or threats by staff, volunteers, or parents while in the preschool. We ask that parents/legal guardians do not use corporal punishment on your child while on the preschool premises. We believe that this is a private matter and should be handled at home.

No child or group of children shall be allowed to discipline another child.

Unsupervised isolation of a child is never allowed.

Withholding of food, water, a nap or rest, or bathroom facilities is never to be used as a punishment for a child.

Time out may be used, but a child is never to be left in time out longer than their age.

An adult shall never address a child harshly, with intimidation or ridicule.

Any suspected abuse and/or neglect of a child must be reported in accordance with California law.

If further measures need to be taken, an "alone time" is given and/or the parent is requested to pick up their child for the rest of the day. Coordinating with the home on addressing a persistent problem or a parent conference may be requested. The last resort would be dismissal of the child.

As a parent/guardian, I promise to encourage obedience to the rules of the school and foster an attitude of respect for the Christian culture in life, which are maintained at this school.

ENROLLMENT POLICY

REGISTRATION

New students must turn in their fully completed registration packet a week before their start date; immunizations card and a recent TB test must also be submitted before they start school. Your child's enrollment will be secured upon receipt of all completed forms signed and dated, a deposit of \$50.00 to cover all paperwork (non-refundable), and a registration fee of \$100.00.

A physician's report is required to be submitted within the first 30 days of school. If we do not received the physician report before the 30 days per California Licensing, your child will be dismissed from school until we receive it.

HOURS OF OPERATION

Harvest Christian Preschool hours are from 6:30 a.m. to 6:00 p.m. Our school program runs twelve months per year. We will be closed annually the week between Christmas and New Years.

PLACEMENT INTO CLASSES

A child is placed into a class depending on their age; however, sometimes a child may be placed depending on their development and ability. We do offer classes for two to five years.

ARRIVAL AND DEPARTURE

Each child must be accompanied by the designated person responsible for them and must sign the child in. No child will be released to a person whose behavior or health appears to endanger the safety of the child.

PICK-UP FORM

A form must be completed by parents designating other persons then themselves to pick up their child. A request for identification will be required for safety purposes. It is important that the school is notified as to who will be picking up their child. Records must be updated.

LINEN

A full time student will need a fitted twin sheet and blanket for naptime. A mat will be provided by the school.

CHANGE OF CLOTHING

A child should have two sets of clothing to change in (weather appropriate) at all times.

MULTIPLE CHILD DISCOUNT

A 15% tuition discount will be given to the second child if two children in the same family are registered at Harvest Christian Preschool. A 30% tuition discount will be given if more than 2 children are registered at Harvest Christian Preschool.

RATE CHANGES

We reserved the right to change our rates at any time. A 30 day written notice will be sent or given to each parent or guardian.

ABSENCES / VACATIONS / HOLIDAYS

Each month the **tuition amount remains** the same regardless of attendance, teachers training/work day or school holidays. All parents will be notified at least five days or more prior to closing.

Credit or pro-rated tuition rate is not given for absence due to illness, vacations, holidays, or teachers training/work days

All vacation requests must be written on a preschool notification form and submitted to the office at least two weeks in advance. There is no credit given for vacation that is less than a month long.

Any vacation that is more than a month long will now require a \$200 fee to be paid in order to hold a child's spot. If a parent chooses not to pay the \$200 fee, then the child will be dropped and his or her spot will be given to another student on the waiting list.

If a parent wishes to re-enroll their child back into school after vacation, they will be required to pay the registration fee of \$100 and \$50 deposit. The purpose of the vacation fee is to hold a child's spot until their return. Re-registration does not guarantee a spot upon return.

HCPS reserves the right to dismiss your child from school until tuition payment is paid.

HOLIDAYS

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, before Thanksgiving Day or after, and Christmas Day. The school will be closed for a week from Christmas Day to New Year's Day. Martin Luther King Jr. Day and Columbus Day are teacher work days.

OFFICE HOURS

The administration office is open Monday through Wednesday from 8:00 a.m. to 12:00 p.m. and on Thursday from 1:00 p.m. to 4:00 p.m. The offices will be closed on Fridays.

TUITION AND FEES POLICY

Full Day Payment Schedule

5 Full Days \$760.00 per Month or \$34.75 per day (22 days per month)

4 Full Days \$605.00 per Month or \$35.75 per day (17 days per month)

3 Full Days \$545.00 per Month or \$42.00 per day (13 days per month)

2 Full Days \$440.00 per Month or \$55.00 per day (8 days per month)

Half Day Payment Schedule

5 Half Days \$525.00 per Month or \$24.00 per day (22 days per month)

4 Half Days \$500.00 per Month or \$29.50 per day (17 days per month)

3 Half Days \$475.00 per Month or \$36.75 per day (13 days per month)

2 Half Days \$400.00 per Month or \$50.00 per day (8 days per month)

Family Tuition Payment Full Days Schedule

5 Full Days \$760.00 for 1st child
\$646.00 for 2nd child (15% discount) per day 29.50

Total \$1,406.00 per month

4 Full Days \$605.00 for 1st child
\$514.25 for 2nd child (15% discount) per day \$30.50

Total \$1,251.25 per month

3 Full Days \$545.00 for 1st child
\$463.25 for 2nd child (15% discount) per day \$35.75

Total \$1,008.25 per month

2 Full Days \$440.00 for 1st child
\$374.00 for 2nd child (15% discount) per day \$46.75

Total \$814.00 per month

Family Tuition Payment Half Days Schedule

5 Half Days \$525.00 for 1st child
\$446.25 for 2nd child (15% discount) per day \$20.25

Total \$971.25 per month

4 Half Days \$500.00 for 1st child
 \$425.00 for 2nd child (15% discount) per day \$25.00
Total \$925.00 per month

3 Half Days \$475.00 for 1st child
 \$403.75 for 2nd child (15% discount) per day \$31.00
Total \$878.75 per month

2 Half Days \$400.00 for 1st child
 \$340.00 for 2nd child (15% discount) per day \$43.00
Total \$740.00 per month

PAYMENT REQUEST CHANGES

An appointment with the administration office is required in order to make a ***payment request change***. Upon completion of the proper form and signature the approval will be granted. If no change form has been complete your account will be considered past due. If monthly tuition payments have been paid in advance, please contact the administration office for further instructions.

PAYMENTS

Tuition is paid monthly.

- Monthly payments are due on the first (1st) day of each month and **considered late if not received in the administration office drop box** by the fifth (5th) of each month.
- Weekly payment arrangements can be made only with the administration office.

A late fee of **\$25.00** will be charged on the sixth of each month and must be paid within that month for monthly payers.

Any account, which becomes ten (10) days delinquent, will result in the dismissal of the child (ren) until the account is paid in full.

PAYMENT PLANS AND SPECIAL TUITION DISCOUNTS

Harvest Christian Preschool provides payment plan and special tuition discount options for families that are experiencing severe financial hardship. Continual proof of financial hardship is required to obtain an installment agreement or discount. All payment plans and tuition discount agreements are subject to date changes, tuition rate increases, and cancelation at the administration's discretion.

TUITION CHANGES

Due to a rise in expenditures we must increase our rates to cover our cost. All tuition changes are effective **January 1, 2014**.

RETURN CHECK FEE

There is a **\$25.00** service charge for all returned checks. If 2 checks are returned, all additional payments must be made in cash.

LATE PICKUP FEE

A **\$15.00** fee will be charged if a child is picked up after 6:00 p.m. for full day students and after 12:30 p.m. for half-day students.

LATE ARRIVAL FEE

School begins at **9:00 a.m.** Any child arriving after **9:00 a.m.** is considered late. It is important that Harvest Christian Preschool be notified when your child will be late or absent due to illness or a doctor appointment. With notification and proper excuse your child will be permitted to class. All other reasons for tardiness will not be excused and a **\$15.00 late arrival fee** will be added to your account. Bringing your child later than 9:00 a.m. disrupts the classroom and more importantly, your child is missing out on very significant learning.

ANNUAL REGISTRATION FEE

Upon renewal of your child's admissions agreement an annual registration fee of **\$100.00** will be charged to your account which must be paid within 30 days to avoid late payment fee.

POTTY TRAINING FEE

A potty training fee of \$25.00 will be added to your monthly tuition payment until their teacher notifies the school that the child is **fully** potty trained.

CHANGE OF SCHEDULE FEE

Once a program schedule has begun, no changes will be accepted for the first full month of attendance. All desired schedule changes will require a Notification Form to be completed at least two weeks in advance. All changes require the approval of the Preschool Director. Change will commence the first of the month following the change request. A processing fee of **\$25.00** will be added to your account each time a change is made. A Schedule Change request may be submitted a maximum of four (4) times per fiscal year.

DAILY REGISTER COMPLIANCE

It is required by California Licensing that a parent or guardian **must sign-in** the child **before dropping the child off** and **must sign-out** the child **before leaving.** Failure to comply with signing in or signing out your child will result in a **\$15.00 fee** per incident. Chronic non-compliance may result in dismissal.

AUTHORIZATIONS

Activities

I give my permission for my child to take part in all school activities, including sports on school grounds and away from the school premises providing reasonable care has been taken, absolve the school from liability to me or my child because of injury to me or my child at school or during any school activity.

Illness or Emergency

I hereby authorize Harvest Christian Preschool to call an ambulance in case of accident or acute illness, and arrange for necessary emergency medical care, in case I am not immediately available. Any qualified physician, called by Harvest Christian Preschool, may treat and do whatever necessary for the health and well being of my child. It is understood that a conscientious effort must be made to notify me (parent/guardian) before such action will be taken.