



Dayspring Preschool Admission Agreement

Thank you for selecting Dayspring Preschool! Completion of this Admission Agreement is required for enrollment.

To be eligible for enrollment, a child must be 2 years 9 months of age through 5 years (prior to beginning kindergarten), toilet trained, and an opening in the requested program is available. Children may enroll anytime during the year for Fall or Summer sessions.

Child Last Name: _____

First Name: _____

Date of Birth: _____

Enrollment period: Fall 20____ Start date:_____ End date/
reason:_____

Summer 20_____

1. Basic Service:

Dayspring Preschool is open Monday-Friday and offers full-time and part-time programs between 8:30 A.M. and 3:30 P.M. The preschool closes at 6 PM. Families may register for a 5 day, 3day, or 2 day program.

Please check (x) the basic service program box and hours your child will attend:

| Days | FULL DAY : | SCHOOL DAY | HALF DAY AM | HALF DAY PM |
|-------|--|--|---|--|
| 5 | <input type="checkbox"/> MF 7:00-6:00pm | <input type="checkbox"/> MF 8:30-3:30 | <input type="checkbox"/> MF 8:30-11:30 | <input type="checkbox"/> MF 12:30-3:30 |
| 3 | <input type="checkbox"/> MWF 7:00-6:00pm | <input type="checkbox"/> MWF8:30-3:30 | <input type="checkbox"/> MWF 8:30-11:30 | <input type="checkbox"/> MWF 12:3-3:30 |
| 2 | <input type="checkbox"/> TTH 7:00-6:00pm | <input type="checkbox"/> TTH 8:30-3:30 | <input type="checkbox"/> TTH 8:30-11:30 | <input type="checkbox"/> TTH12:30-3:30 |
| other | | | | |

2. Optional Service (add-on program options):

Add-on program options may be added to a child's basic service program. The following add-on services are available:

- *Extended care morning program* from 7:00 A.M. to 8:30 A.M.
- *Late afternoon extended care program* from 3:30 P.M. to 6:00 P.M.
- *Lunchtime care* from 11:30 A.M.-12: 30 P.M

Please check (x) the optional service program box and days your child will attend

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|------------------------------|---------------|----------------|------------------|-----------------|---------------|
| AM Ext. 7:00-8:30am | | | | | |
| PM Ext. 3:30-6:00pm | | | | | |
| Lunch 11:30am-12:30pm | | | | | |

3. **Rate of Basic Service:** (refer to attached current tuition schedule for program fees)

My child's monthly basic service program fee is \$ _____ (box 1)

- Rate of Optional Service:** (refer to attached current tuition schedule for program fees)

My child's monthly optional service program fee is \$ _____ (box 2)

4. A non-refundable application fee of \$ _____ is due at the time of application. An activity fee of \$ _____ is due annually each Fall, and subject to change. If your child has been withdrawn from Dayspring Preschool and subsequently re-enrolls, a new application fee will be due at that time.
5. Upon enrollment, your first month tuition payment of \$ _____ in addition to a non-refundable deposit (equivalent to one half month tuition) will be due. Your non-refundable deposit will be applied to your June ____ (yr) tuition.
6. The undersigned parent/or guardian agree to pay the following total monthly tuition of \$ _____ as per the attached Tuition Schedule.
7. At least a **2-week written notice** is requested for all program changes. Dayspring Preschool cannot guarantee that once a child's schedule changes from full time to part-time that a full-time schedule will be available in the future. Tuition will be adjusted accordingly to reflect the new tuition rate at the onset of the new program.
8. Tuition is billed monthly and is due on the first business day of the month, and late after the 7th day of the month. If the 7th of the month falls on a holiday or

weekend, payment is due by closing of the previous business day. There is no deduction or credit of tuition for any absences or holidays. Dayspring Preschool will provide parent notification of any changes in tuition within 30 days of the change.

9. In order to maintain your child's program placement at Dayspring Preschool, you must pay your full tuition. Tuition is not subject to pro-ration for illness, vacation, holidays, or emergency closure of the preschool.
10. A daily late fee at \$10 will be assessed for unpaid tuition balances.
11. For late pickup after 6PM, a late fee of \$1.00 per minute per child for each minute your child (ren) remains after the 6 PM closing. This fee charge is subject to change. Continued tardiness regarding the 6PM closing pick up time, may result in a need to adjust the child's program or possible disenrollment.
12. For late pickups to a mid-day program, (after the 3rd tardy) a late fee of \$1.00 per minute per child for each minute your child (ren) remains after their scheduled pick-up time will be charged to the family account.
13. A \$25 fee will be charged for checks returned for insufficient funds. If this occurs more than once, Dayspring Preschool will then have the option to request that payments be made using a cashier's check or money order.
14. No refund will be given for application fee, annual activity fee, or unused tuition due to illness, vacation, or holidays. In situations where request for refund is made, it must be submitted in writing to the front reception desk. Approval by the Director and Danville Congregational Preschool Board is needed.
15. Parents will abide by the Center illness policy. In the event their child has a contagious illness or is too ill to participate fully in regular program activities, parents will keep the child out of preschool until they are no longer ill. A physician's note may be required for return.
16. Parents are to inform Dayspring Preschool if their child has any known allergies, any known disabilities, and/or require regular medication.
17. Parents are required to provide all needed medications (e.g. inhalers, epi-pen, etc.) for their children. If the parent fails to provide Dayspring Preschool with the needed medication, Dayspring Preschool has no duty to give the medication.

18. Dayspring preschool will make every effort to reasonably accommodate for allergies, however cannot guarantee an allergen free environment. (E.g. “peanut aware”) and has no duty to provide an allergen free environment.
19. Parents are to write their full legal signature when they sign-in & sign-out each day, in order to properly transfer responsibility for their child between themselves (the authorized parent/guardian) and Dayspring Preschool.
20. Children may have the opportunity to participate in special programs or field trips. This may result in an additional fee due before the day of the event. Notice of events will be posted in advance a signed parent /guardian permission slip will be required in order for the child to participate in a field trip.
21. Dayspring Preschool is licensed and regulated by the Department of Social Services, Community Care Licensing, which as part of their center visit has the authority to interview children, inspect or audit children records without prior parental us consent.
22. When leaving Dayspring Preschool, a 30-day written notice prior to the withdrawal date is required. Parent/guardian, who does not give proper notice, agree to pay any fees or tuition that may be due on their account as of the date that is 30 days after such notice.
23. Parents have received and read the enrollment termination conditions in the *Dayspring Preschool Family Handbook*. Dayspring Preschool reserves the right to dis-enroll a child from the preschool at any time as deemed necessary or appropriate.
24. Dayspring Preschool may terminate service immediately without notice, if a child engages in any behavior that harms or puts other children or staff members at risk.

This *Admission Agreement* may not be inclusive and is subject to change in whole or in part by Dayspring Preschool at any time. A failure by Dayspring Preschool to enforce any term as described in this contract, does not eliminate or change the term(s) of the contract

I _____ (parent/guardian name) have read, understand, and agree with all of the terms as set forth in this agreement. I have also received a copy of the *Dayspring Preschool Family Handbook*, which is intended to supplement this agreement.

I understand it is my responsibility to contact Dayspring Preschool with any questions I have about the information contained in the *Dayspring*

Preschool Family Handbook or any document related to enrollment policies and procedures.

Parent/Guardian

Signature : _____

Date: _____

Print Name:

Parent/Guardian

Signature : _____

Date: _____

Print Name:

Dayspring Preschool Director Signature:

Date: _____

Print Name: _____