

ADMISSION AGREEMENT

Services

Basic Services:

Trinity Lutheran Early Learning Center offers care in a learning environment for children ages two through six.

We offer varied schedules from 1 day per week to 5 days per week, half and full day programs.

Our After-School program is for children six years through twelve years of age.

We offer two nutritious snacks each day, one in the morning, and one in the afternoon.

Optional Services:

Our program offers Chapel Services, which are age appropriate for each age group each week. We go on occasional field trip to various locations depending on the age group of the children. The children go in private cars and use the proper restraining devices for their age. Several times each year we have special presentations that the children are involved in.

Payment Provisions

Fees:

There is an annual registration fee of \$60.00, which is due at the time of enrollment and is non-refundable. This is an annual fee that will be billed each September. Registration fees will be prorated if they were paid during the same calendar year. The school year is pro-rated to the number of days that the school is in session so the rates remain the same regardless of holidays. The rates also remain the same for days missed due to sickness, vacation or other absences. Day(s) may not be switched, and there are no "make-up" day(s). Any day(s) that your child attends preschool other than your contracted day are considered extra days. Children are allowed to come to Preschool on a drop-in basis when space allows. These will be considered extra days. Prior arrangements must be made and all paperwork must be completed. The fee for drop-in care, after-school care, or additional days is charged at \$3.50 per hour. Tuition is payable the first of each month and is considered late if not paid by the 10th of each month and unless prior arrangements are made, will be assessed a late fee of \$10. A \$15 fee is assessed for all returned checks. If you have an outstanding balance our child will not be permitted to attend any program offered by Trinity Lutheran Early Learning Center until payment is made.

Rates:

Preschool and Pre Kindergarten Rooms:

Half day rates: 5 days \$372.00	Full day rates: 5 days \$525.00
4 days \$305.00	4 days \$450.00
3 days \$255.00	3 days \$352.00
2 days \$175.00	2 days \$276.00
1 day \$126.00	1 day \$158.00

Toddler Room:

Half day rates: 5 days \$407.00	Full day rates: 5 days \$563.00
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4 days \$357.00	4 days \$494.00
3 days \$282.00	3 days \$378.00
2 days \$195.00	2 days \$298.00
1 day \$152.00	1 day \$168.00

Discounts:

There is a 5% discount per month for two or more children enrolled in any program at Trinity Lutheran Early Learning Center.

Evaluation of Fees:

In the summer of each year, fees will be re-evaluated. If the fees are to be increased, parents will be notified in writing 30 days in advance before the increase will go into effect.

Refunds:

A two-week notice is required for a child to withdraw from the Preschool for any reason. If you withdraw your child and have paid for the entire month, the month will be prorated and you will receive a refund for the remainder of the month.

Hours of Operation

Preschool and Toddler Room:

We are open from 7:30am until 5:45pm.

After-School Program/Daycare:

During the school year the program runs from 2:00pm-5:45pm. During the summer months and other school vacations, it runs from 7:30am-5:45pm.

Holidays:

The Preschool/School Age Programs will not be in session on the following holidays:

New Year's Day

Martin Luther King's Birthday

Memorial Day

4th of July

Labor Day

Veteran's Day

Thanksgiving Day

Thanksgiving Friday

Christmas Eve

Christmas Day

If a holiday falls on a weekend, Friday or Monday may be taken in lieu of the holiday.

Rights and Responsibilities

Rights of the Licensing Agency:

Health and Safety code section 1596.825 provides in part: Any duly authorized officer, employee, or agent of the department may, upon presentation of proper

identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of this act, or the regulations adapted by the department pursuant to this act.

Health and Safety code section 1596.853 provides in part: Any person may request an inspection of any child daycare facility in accordance with the California Child Care Daycare Facilities Act by transmitting to the department notice of alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A compliance may be made orally or in writing.

The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complaint specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any record published, released, or otherwise made available to the licensee shall disclose the name of any person mentioned in any complaint, except the name of any duly authorized officer, employee, or agent of the department conducting the investigation pursuant to this charter.

Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within 10 days after receiving the complaint, where the visit would adversely affect the licensing investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In the event, the complaint shall be promptly informed of the department's proposed course of action.

Upon issuance of a license for a child day care facility or upon denial, revocation, or temporary suspension of a license or within 24 hours of finding that physical abuse or sexual abuse has occurred, the department shall notify the resource and referral agency funded under section 8210 of the Education Code for that jurisdiction. (The resource and referral agency shall be notified of the final resolution)

The Department has the authority to interview children, staff, and to inspect and audit child or childcare records, without prior consent.

The licensee shall make provisions for private interviews with any child/children or staff member, and for the examination of all records relating to the operation of the child care center.

The Department has the authority to observe the physical condition of the child(ren) including conditions that could indicate abuse, neglect or inappropriate placement.

Parents Rights:

Parents/Guardians, upon presentation of identification, have the right to enter and inspect the childcare facility their child attends without advance notice to the provider. This right can only be exercised during the facility's normal operating hours or at any time the child is receiving care at the facility. Parents/Guardians have the right to file a complaint against the facility with the licensing agency. Parents/Guardians have the right to review, at the facility site, licensing reports of facility visits and substantiated

complaints against the facility. The facility is not required to keep this information beyond three years. Only information available in the public file of the local licensing agency is to be made available at the local licensing agency. The law prohibits discrimination or retaliation against any child or parent/guardian should the parent/guardian choose to exercise his or her right to inspect the facility or to file a complaint against the facility.

The law requires that the parent/guardian be informed of their rights.

The law requires that a notice of Parent's Rights be posted in the facility in a location accessible to all parents/guardians.

The law authorizes the person in charge of the childcare facility to deny access to a parent/guardian if that parent/guardian is behaving in a way that poses a risk to children in the facility OR the adult is a no custodial parent, and the custodial parent had requested the facility in writing not to permit access to the no custodial parent.

Reason(s) For Termination:

1. Non-payment of tuition.
2. Failure to bring necessary paperwork, specifically the physicians report within the 30 days after the child enters preschool.
3. Inability of the school to meet the needs of the children.
4. If the child's behavior continually disrupts school activity, other children, teachers, or our program or puts other children in danger, the child's parent/guardian will be notified and a conference will be requested. If the behavior continues, the parent will be notified that the child should not continue in our program.
5. Parents may withdraw their child from the Preschool or After School Program for any reason, but need to give the Preschool two weeks notice of the withdraw of the child.

Signature of the Center Representative _____ Date _____

Signature of the Parent/Guardian _____ Date _____