



A *love* for God.
 A desire to *learn*.
 A commitment to *serve*.

**SAN JOSE CHRISTIAN SCHOOL
 PRESCHOOL (INFANT CARE) ADMISSION AGREEMENT & FINANCIAL POLICIES
 2016 – 2017**

Ages: 6 Weeks – 24 Months

One Time Family Application Fee: \$150 (non-refundable)

Commitment Fee: \$250 (for students who do not attend summer semester)

Program Schedule

Extended Hours 7:00am-8:00am (no additional fee, but please alert PS Director so staffing can be arranged)
 Half-Day Hours 8:00am –12:30pm (optional pickup at 11:45am for students not eating lunch)
 Full Day Hours 8:00am – 5:00pm (optional pickup at 3:00pm or later)
 Extended Hours 5:00pm-6:00pm (no additional fee, but please alert PS Director so staffing can be arranged)

Tuition Schedule and Fees

	<u>2 Days</u>	<u>3 Days</u>	<u>4 Days</u>	<u>5 Days</u>
Half-days/ Month 8:00am – 12:30pm	\$640	\$850	\$1025	\$1160
Full-Days /Month 8:00am – 5:00pm	\$910	\$1210	\$1445	\$1650
Late Pick-Up:	\$5.00 for the first 5 minutes & \$2.00 each minute thereafter			
Pre-Arranged Drop-In Rate (space permitting)	\$110 for full day, \$75 for half day			

Tuition Payments:

- 1) School Policy: Monthly payments *must* be made through FACTS electronic payment plan (unless the full-year tuition is paid in advance). Payments will be processed through your bank account on the 5th of each month. A \$25 fee is assessed to your bank account for each FACTS payment attempt that is denied. After a 3rd attempt is denied, your account is referred back to SJCS for collection at which time SJCS will assess additional late fees. Accounting requires a one-week notice when making any changes to your FACTS account.
- 2) The full-year preschool tuition (either 10- or 12-month) may be paid in advance. A 2% discount will apply to full-year payments.

Multiple Student Discounts

First child enrolled	Full Tuition
Second child enrolled	3% off total family tuition
Third child enrolled	5% off total family tuition
Fourth+ child enrolled	50% of the 4 th (and each subsequent) student’s tuition

Parent Initial _____

General Provisions

- 1) SJC Preschool is a year-round (12-month) preschool. For students who do NOT attend summer semester, there will be a \$250 Commitment Fee to retain enrollment for the following year. Commitment Fees are due with the re-enrollment contract and are non-refundable.
- 2) Changes to your child's schedule require at least a one-week notice. Space must be available and the change agreed upon by an administrator in advance.
- 3) There are **no** make-up days for child absence. (See Handbook for more detail) Students who are out for an illness may not return to school unless they have a doctor's note to certify they are non-contagious OR until after they have been symptom-free for at least 24 hours without medication. (This also means that if a child leaves school for illness, they may not return the next day.)
- 4) There are **no** make-up days for holidays or other days designated "Preschool Closed" on the preschool calendar. Parents are responsible for arranging alternate child-care for their child.
- 5) Families will pay the tuition according to payment procedures stated above and will have all accounts settled by end of fiscal year June 30.
- 6) Accounts 30 days or more past due may be referred to our collection service.
- 7) Unexcused delinquency in tuition payments may result in termination of enrollment.
- 8) Application fee is non-refundable.
- 9) Withdrawal of a student requires a 2-week written notice.
- 10) After enrollment, any early withdrawal of students will result in a calculation of tuition owed for time based on a prorated daily rate. In addition, there will be a \$100 fee for each remaining month of the school year.
- 11) The admissions agreement shall be automatically terminated by the death of a child. No liability or debt shall accrue after the date of death.
- 12) Modifications to this agreement shall be made whenever circumstances covered in the agreement change, and shall be dated and signed by the parent or guardian.
- 13) Placement for each child shall be determined by the child's age and each child's unique development.
- 14) Families grant SJCS permission to use student photos and likenesses in school-sponsored publications. First and last names will never accompany photos online or in printed publications.
- 15) No optional or supplementary services are offered at this time.

Note: At SJCS, we believe that Christian education works best when our students and their families are engaged members in a church that also supports our statement of faith. If that is not your family's way of life at this time, it is our goal that your experience at San Jose Christian Preschool will motivate you to make that choice before entering our elementary program in Junior Kindergarten or Kindergarten. If you have questions about local Christian churches that fit the needs of your family, members of the SJCS staff would be happy to talk with you.

I understand that in accordance with the SJCS Statement of Faith, my children will be taught from a Christian perspective, starting in preschool. I support this teaching for my child.

Reasons for Termination

SJCS reserves the right to terminate the existing enrollment of a child at any time, including but not limited to children whose behavioral and educational needs cannot be met at SJCS without fundamental alterations of or undue burden to our existing programs, procedures or practices, as deemed by SJCS and/or children whose fees and/or tuition payments are in arrears.

Rights of Licensing Agency

Per CCR, Title 22, Section 101200, The Department has inspection authority, specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535, and 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 adopted by the department pursuant to the act.

Student Name _____

Parent Initial _____