

Preschool Admission Agreement

Services Provided

To meet the needs of our growing community, the S.P.U.S.D. Preschool Education Program is offering Pre-Kindergarten classes to children who will be at least 4 years old by November 1, 2011. This 10-month program is open primarily to South Pasadena residents and will essentially follow the elementary school calendar.

Morning Pre-Kindergarten classes at Arroyo Vista and Monterey Hills will be held 5 days a week from 8:30 a.m. to 11:30 a.m. The Morning Pre-Kindergarten class at Marengo will be held 5 days a week from 8:00 a.m. to 11:00 a.m. The Afternoon Pre-Kindergarten class at Marengo will be held Monday through Thursday from 11:30 a.m. to 2:30 p.m. The Extended Pre-Kindergarten class at Monterey Hills will be held 5 days a week from 8:30 a.m. to 2:30 p.m. Children may be enrolled in either the Morning or Afternoon Pre-Kindergarten class. Children may not be enrolled in both the Morning and Afternoon Pre-Kindergarten classes. Space is limited in each class to 15 children.

Utilizing the California Department of Education's Preschool Learning Foundations, the Pre-Kindergarten Program will focus on the four standards of preschool education: Social-Emotional Development, Language and Literacy, English-Language Development, and Mathematics. The Preschool Learning Foundations was developed to help teachers plan and recognize effective strategies for preschoolers and to ensure school readiness for all children, including children from diverse cultural and linguistic backgrounds. Through child-centered play and full-filled enriching activities, children will gain the foundational skills necessary to help them flourish into their school years.

Tuition Policy

Morning Pre-Kindergarten tuition for the 2011-2012 school year will be \$490.00/month per student for 10 months. Afternoon Pre-Kindergarten tuition for the 2010-2011 school year will be \$392.00/month per student for 10 months. Extended Pre-Kindergarten tuition for the 2011-2012 school year will be \$680.00/month per student for 10 months.

Tuition payment is due the first day of each month for the entire month of preschool, irrespective of the actual number of days and/or hours the child attends preschool. No reductions are made for absences, vacations, or school holidays. Tuition becomes delinquent if not received by the 5th day of the month. A \$25.00 late fee per child will be assessed on the 6th of each month.

'Non-sufficient funds' checks are held until cash or a money order is received by the S.P.U.S.D. Preschool Education Program office to cover the amount of the check. Parents will pay a \$25.00 charge for 'non-sufficient funds' checks. Parents will be notified immediately upon receipt of the 'non-sufficient funds' notice by the S.P.U.S.D. Preschool Education Program and shall have two school days in which to pay the charge and tuition in full by cash or its equivalent. If the tuition and fee are not paid by the end of the second day

after notification, the child will be suspended from preschool immediately. If the tuition and fee are not paid in full by the end of the first full week after notice, the child will be permanently discharged from the Pre-Kindergarten class.

For your convenience, and in an effort to avoid late fees, tuition payments may be hand-delivered or mailed to:

**South Pasadena Unified School District
Preschool Education Program, Room 9
1020 El Centro Street
South Pasadena, CA 91030**

Please make **checks payable to SPUSD**. Mailed payments must arrive to the Preschool Education Program office by the 5th of each month. Tuition payments may not be left in the Pre-Kindergarten classroom or given to teachers.

At least 30 days' advance notice will be given prior to any rate change.

Late Pick-up Procedure

The Morning Pre-Kindergarten class ends at 11:30 a.m. at Arroyo Vista and Monterey Hills Schools. The Morning Pre-Kindergarten class at Marengo ends at 11:00 a.m. The Afternoon Pre-Kindergarten class ends at 2:30 p.m. The Extended Pre-Kindergarten class ends at 2:30 p.m. Each session is given a 5-minute late pick-up grace period. There will be a late fee imposed of \$1.00 per minute when a parent arrives after 11:05 a.m., 11:35 a.m. or 2:35 p.m. based on the classroom clock. The Preschool Education Program will not send a bill for late pick-up charges. Parents must pay the teacher directly on the day s/he is late. Occasionally, there will be an unavoidable delay in picking up a child. If this happens, please call the Pre-Kindergarten classroom directly so the teacher can inform the child. Children become anxious when they are the last to be picked up. The Preschool Education Program suggests that each family arranges a back up plan in case a parent cannot pick-up on time. If a pattern of late pick-up develops, a conference will be scheduled with the Director and parents to resolve the situation. Unsatisfactory resolution may result in termination from the Preschool Education Program.

Refunds

Tuition fees pay for the direct operating costs of the S.P.U.S.D. Preschool Education Program. The Preschool Education Program operates on a firm budget on full enrollment tuition. Since the Program depends on tuition from each child, credit cannot be given for vacation or time a child is absent from school due to illness. When a child is enrolled, time, space, staffing, materials, and provisions needed for that child's Pre-Kindergarten experience are being reserved. For extended vacation, parents have the option to withdraw their child from the Preschool Education Program and re-enroll at a later date. However, re-enrollment will be on a space available basis and the standard registration fee will be charged. The S.P.U.S.D. Preschool Education Program does not give refunds for absences, vacations, or school holidays.

Withdrawal Procedures

Two weeks written notification is required of intent to permanently withdraw your child from the S.P.U.S.D. Preschool Education Program. If two weeks written notification is not received, parents will be charged one-month's tuition.

Termination

The S.P.U.S.D. Preschool Education Program reserves the right to terminate the enrollment of any child for failure to pay tuition, continued late pick-up, consistent disruptive behavior, or when it is determined that the Preschool Education Program cannot adequately meet the needs of the child.

Rights of the Licensing Agency

As stated in CCR, Title 22, Section 101200:

- The Department of Social Services has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535.
- The Department of Social Services has the authority to interview children or staff without prior consent.
- The Department of Social Services has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).
- The Department of Social Services has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

South Pasadena Unified School District Preschool Education Program Admission Agreement

To insure that all parties are in agreement on policies and procedures, the S.P.U.S.D. Preschool Education Programs asks that parents agree to the following:

I agree to:

- Promptly pick up my child at the end of the school day (no later than 11:05 a.m. for the Morning Pre-Kindergarten class at Marengo, 11:35 a.m. for the Morning Pre-Kindergarten classes at Arroyo Vista and Monterey Hills, and no later than 2:35 p.m. for the Afternoon Pre-Kindergarten class and the Extended Pre-Kindergarten class). I understand that if I am late, I will be required to pay a late pick-up fee payable at the time I arrive.
- Sign my child in and out each day.
- Pay my tuition by the 1st of each month. I understand that if payment is not received by the 5th of each month, I will be charged a late fee.
- Promptly pick up my child should my child become ill at preschool.
- Notify the Preschool Education Program office and Pre-Kindergarten class when my child is ill.
- Return all necessary Enrollment Forms to the Preschool Education Program office one month prior to the first day of school.
- Follow all regulations as outlined in the Parent Handbook.

Please detach and return:

I have received and read the South Pasadena Unified School District Preschool Education Program Parent Handbook and Admission Agreement.

Child's name (please print)

Parent/Guardian signature

Date

Preschool Education Program Director's signature

Date

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.