

PRESBYTERIAN EARLY LEARNING CENTER

607 Janeway Avenue, Lufkin, TX 75904, 936-634-4769

Admission Agreement 2017-2018

Hours of Operation: Monday – Friday: 7:00 am – 6:00 pm
Schedule Options: School-day: 9:00 am – 2:30 pm
Extended-day: any hours beyond 9:00 - 2:30 up to 7:00 – 6:00

Tuition & Fees:

Tuition is payable by check, debit, or credit card (Visa or MasterCard). We cannot accept cash. Credit terms are not available. **All checks must be made out to *Presbyterian Early Learning Center or PELC*.** Please write child's first & last name on the memo line of checks.

At initial enrollment, the following is payable: Registration fee & the 1st month's tuition in full. These are all non-refundable. The Registration fee is due annually.

Tuition is due the 1st school day of each month, & payable no later than 6:00 pm on the 3rd school day of the month. A late fee of 10.00 per child per week is charged to account if payment is not received on time.

Tuition account past due by 15 days may result in expulsion from school for non-payment. Child may be eligible for re-enrollment at the discretion of the director only if there is open space at the time the account is brought current.

The 1st month's tuition is non-refundable. After the 1st month, un-used tuition is refundable if child is withdrawn from the program with 2-week notice. (see Termination of Agreement, page 3).

Toddlers & 2's Classes:

Schedule	Monthly Tuition	Schedule	Monthly Tuition
School-Day M-F	\$520	Full-day M-F	\$570
School-Day MWF	\$420	Full-day MWF	\$520
School-Day T/Th	\$315	Full-day T/Th	\$420

3K & 4K Classes:

Schedule	Monthly Tuition	Schedule	Monthly Tuition
School-Day M-F	\$465	Full-day M-F	\$520
School-Day MWF	\$365	Full-day MWF	\$465
School-Day T/Th	\$280	Full-day T/Th	\$365

Annual Registration fee (Non-refundable) 1st Child: \$100 2 or more children: \$150

Sibling discount of 10% is taken off equal or lesser tuition amount.

Non-Sufficient Funds (NSF) fee \$25 per item Late Payment fee \$10 per week per child

Late Pick-up fee \$10 per child per 15 minute period or portion thereof

In order to maintain program quality & manage staffing in accordance with state licensing & NAEYC accreditation standards, contracted hours for ½-day & school-day schedules must be honored. If space is available, additional days or hours are permitted with prior arrangement only. If available, additional days are billed at the appropriate daily rate. If available, additional hours are billed at \$5 per hour or portion thereof with a maximum of \$15 per day.

No additional agreements or changes in tuition fees or payments shall be made without authorization by the Director & signed by the parent.

Returned Check:

A fee is assessed for all returned checks/credit card. Re-payment & incurred NSF fees must be paid by money order or credit card. After 2 NSF checks all future payments are required in money order or credit card.

Late Pick-Up:

PELC closes at 6:00 pm. Fees are assessed at \$10 per quarter hour (or portion thereof), per child, for pick up after 6:00, beginning at 6:01 pm. The School-day schedule ends at 2:30. Late pick-up fees for School-day begins at 2:40. Late pick-up fees are billed to family account & payable within 5 business days.

School Holidays: (School closed)

We are closed on the holidays & Teacher In-Service days listed. These dates are considered when establishing tuition rates therefore credit does not accrue for these days.

Labor Day	Good Friday	Independence Day (4 th of July)
Thanksgiving+ day after	Memorial Day	August Break: (1 week, 8/6/18-8/10/18)
Christmas Break: (2 weeks, 12/21-1/3)		Up to 2 Teacher In-Service Days/school year (TBA)

Vacations / Absences:

Tuition amount remains the same each month regardless of attendance, In-Service days or school holidays. Credit is not given for absence due to illness or school closure. Make-up days or “day-swapping” for absences is not available.

Two weeks per *school year* are allowed for vacation without tuition charges. Two weeks advance notice is required for vacation. If child is to be absent more than two weeks, full tuition must be paid for the remaining time in order to retain child’s space in the classroom. The 2016-17 school year begins Aug 15, 2016.

PELC is unable to hold child’s space in school for extended vacations (including taking summer off) without payment of tuition. No exceptions may be made to this policy.

Notice of Change:

PELC will give 30-day notice in writing of any change in policy, tuition rates, or fees. Parent/Guardian must notify PELC immediately in writing of any change in address, employment, or phone number.

Snacks/Meals:

PELC provides snacks twice (2x) each day: mid-morning & mid-afternoon. Menus are posted & distributed monthly. Lunch is provided by the parent/guardian.

Media/Picture Release:

PELC may wish to use pictures of children enrolled for promotional purposes. *(Note: under no circumstances will child’s name be given for publication or for any other purpose).* You may choose whether or not your child’s photograph may be used for distribution to the media. Please indicate your preference by checking the appropriate box.

Medications & Illness:

PELC will dispense only prescribed medications. This includes all syrups, drops, lotions, tablets & over-the-counter items. Medication must be in the original container with child’s name & dosage clearly labeled. Children who are ill are to remain at home. **Any child sent home with a fever, vomiting, or with diarrhea will not be allowed to attend school the following day. Child must be fever-free, vomit-free, or diarrhea-free for 24 hours without the use of medications before returning to school.** Refer to Parent Handbook for complete Health & Safety, or Illness policies.

Termination of Agreement:

Parent/Guardian may withdraw child from school at any time by giving written notice to the Director a minimum of two (2) weeks in advance of the last scheduled day of attendance. Tuition account must be paid in full by money order or credit card prior to the final 2-week period. If advance written notification is not submitted, a two-week tuition fee will be assessed, payable at the time of withdrawal. No tuition credit will be refunded if advance notice is not given.

If a tuition refund is due, a written request must be given to the center. The request must show an address where refund can be mailed. Requests are forwarded to First Presbyterian Church's Business Office for processing & will take several weeks to process.

All children are enrolled on a trial basis. Preschool administration reserves the right to discontinue childcare services if it's believed to be in the best interest of the child, center, staff, &/or other children. The family may be asked to seek other arrangements for care if the administration feels PELC is not best-suited for the personal needs of a child.

PELC also reserves the right to terminate this agreement & expel a child for any of the following...

- 1) Parent/Guardian is deemed verbally or physically abusive to staff, children, or anyone on site. (Immediate)
- 2) Child exhibits excessive unacceptable, aggressive, or inappropriate behavior that may endanger him- or herself, other children or staff. This includes but is not limited to: biting, hitting, & kicking. (24-hr notice)
- 3) Non-payment of tuition. (See Tuition & Fees policy, page 1)
- 4) Child is unable to adjust to PELC's program. (1 week notice)
- 5) Parent/Guardian is consistently or excessively late for pick-up. (24 hour notice)
- 6) Parent/Guardian shows general disregard for school policies. (24 hour notice)

General:

Children must have successful, independent toileting skills in order to be admitted into classes for ages 3 & up. No "pull-ups" or diapers may be used in the PreK 3's or PreK 4's classrooms.

Parents of non-potty trained Toddlers & Two's must provide all diapers or pull-ups, wipes, diaper ointment / cream. Teachers will notify parents when their child is running low on supplies. If a parent fails to supply these items; a parent/guardian will be called to pick up child from the facility until supplies are provided.

All required forms must be fully completed & submitted to preschool office at least 1 week prior to start date.

As required by licensing, children must be signed in & out each day by a parent /guardian. PELC will release children only to an adult 18 years or older. Parents agree to notify the center in writing whenever anyone other than a previously authorized person will pick up the child.

A new Admission Agreement must be completed each time there is a change in payment plan, including days or hours of attendance & tuition rate. A two-week notice is required for any change in contract or agreement.

First Presbyterian Church & Presbyterian Early Learning Center do not discriminate on the basis of sex, race, color, religion, national or ethnic origin, or disability with respect to enrollment, the hiring of staff, or in the administration of education policies, administrative policies & other school programs. All children & adults involved at PELC must be able to function meaningfully without harming themselves or others.

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First Presbyterian Church

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Admission Agreement 2017-2018

Signature page

I have read, understand, & will abide by the policies in the Admission Agreement & the Operational Policies including the Parent Handbook & Emergency Preparedness Plan. I understand that the policies contained in these documents will remain in effect until notified otherwise by the Administration of Presbyterian Early Learning Center (PELC). I understand that my family will be asked to leave the center should I fail to adhere to the policies stated in these documents.

Parent/Legal Guardian Responsible for Tuition (please print): _____

Complete Mailing Address: Street _____

City _____ Zip _____ Home Phone #: (____) _____

Email: _____ Cell #: (____) _____

Name of Child: _____ Birthdate: _____ Sex: M F (circle)

Attendance Days (circle): M-F MWF T&Th

Attendance Hours (circle): School-Day Extended-Day Tuition Rate: _____

Name of Child: _____ Birthdate: _____ Sex: M F (circle)

Attendance Days (circle): M-F MWF T&Th

Attendance Hours (circle): School-Day Extended-Day Tuition Rate: _____

Name of Child: _____ Birthdate: _____ Sex: M F (circle)

Attendance Days (circle): M-F MWF T&Th

Attendance Hours (circle): School-Day Extended-Day Tuition Rate: _____

Applicable discounts (circle): currently attending sibling <____> active FPC church member <____>

Total Monthly Amount due: _____

<p>Picture Release: (Please check)</p> <p><input type="checkbox"/> Yes, my child's picture may be used in promotional materials by PELC & First Presbyterian Church.</p> <p><input type="checkbox"/> No, my child's picture may not be used in promotional materials, but may be used in annual slide shows or posted in the school.</p> <p>Parent Directory: (Please check)</p> <p><input type="checkbox"/> Yes, I want to be included in the Parent Directory as described in the Parent Handbook.</p> <p><input type="checkbox"/> No, I do not wish to be included in the Parent Directory.</p>
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Parent/Legal Guardian Signature _____ Date _____

School Administrator Signature _____ Date _____