

**PRESBYTERIAN EARLY LEARNING CENTER**  
607 Janeway Avenue, Lufkin, TX 75904, 936-634-4769

**Admission Agreement 2019-2020**

**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:**

Monthly tuition is payable by ACH (automatic withdrawal from checking), check, money order, debit/credit card (Visa or MasterCard), or automatic charge to credit card. We cannot accept cash or American Express. **Make checks out to PELC.** Please write child's first & last name on the memo line of any check.

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

Tuition is due the 1<sup>st</sup> school day of each month, & payable no later than 6:00 pm on the 3<sup>rd</sup> 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 1<sup>st</sup> month's tuition is non-refundable. After the 1<sup>st</sup> month, un-used tuition is refundable only if child is withdrawn from the program with written 2-week notice. (see Termination of Agreement, page 3).

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

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

**Returned Payment:**

A fee is assessed for returned or declined payments. Re-payment & incurred NSF fees must be paid by money order or different credit card. After 2 NSF checks, 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.

**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.

**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 <sup>th</sup> of July)
Thanksgiving+ day after	Memorial Day	August Break: (1 week, 8/3/20-8/7/20)
Christmas Break: (12/20/19-1/3/20)	Up to 3 additional 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 (Aug-July)* 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.

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.

**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. An optional Lunch & Munch program is available 4 days per week at the cost of \$5/day.

**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.

PELC reserves the right to terminate this agreement for any of the following...

- 1) Parent/Guardian is deemed verbally or physically abusive to staff, children, or anyone on site. (Immediate)
- 2) Non-payment of tuition. (See Tuition & Fees policy, page 1)
- 3) Parent/Guardian is consistently or excessively late for pick-up. (24 hour notice)
- 4) Parent/Guardian shows general disregard for school policies. (24 hour notice)

### **Suspension & Expulsion Policy:**

In the event of a child exhibiting excessive unacceptable, aggressive, or inappropriate behavior such as hitting, biting, uncontrollable tantrums/angry outbursts, or ongoing physical or verbal abuse to others; that may endanger him/her-self, other children, or staff, the following steps will be taken...

- 1) Parent meeting with teachers to develop a behavior plan
- 2) Parent meeting with teachers & the director to further refine & discuss the behavior plan
- 3) An outside resource such as Burke ECI will be consulted for assistance

Every effort will be made by both PELC & the parent to correct the behavior. If there is no improvement or change after all of these steps have been completed, depending on the risk to other children's welfare or safety, the family may be asked to seek other arrangements for care.

### **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 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.