

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

**Admission Agreement 2021-2022**

**Hours of Operation:** Monday – Friday: 7:00 am – 5:30 pm  
**Schedule Options:** School-day: 9:00 am – 2:30 pm  
Extended-day: any hours beyond 9:00 - 2:30 up to 7:00 – 5:30

**Tuition & Fees:**

Monthly tuition is payable by ACH (automatic withdrawal from checking), check, money order, or debit/credit card (Visa or MasterCard). 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.

If paying by credit or debit card, **processing fees will apply**. Fees vary per card, ranging from .095% to 3.9% according to the issuing bank. PELC does not control the percentage of the fee. Fees for debit cards are typically lower. Note - there is no processing fee for ACH from checking.

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 closing 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. ACH payments are processed the 3<sup>rd</sup> school day of the month.

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 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 month, un-used tuition is refundable only if child is withdrawn from the program with written 2-week notice.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. Additional days or hours are permitted with prior arrangement only if space is available. 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 current daily rate.

**Returned Payment:**

A fee is assessed for all returned or declined payments. Re-payment & incurred NSF fees must be paid by ACH or money order. After 2 NSF payments, *all future* payments are required in ACH or money order.

**Late Pick-Up:**

PELC closes at 5:30 pm. Fees are assessed at \$10 per quarter hour (or portion thereof), per child, for pick up after closing, beginning at 1 minute after closing. The School-day schedule ends at 2:30, meaning pick up no later than 2:30. Late pick-up fees for School-day begins at 2:31. Late pick-up fees are billed to family account & payable within 5 business days.

**Notice of Change:**

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

## **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  
Thanksgiving+ day after  
Christmas Break: (typically 2 weeks)  
President's Day  
Good Friday

Memorial Day  
Independence Day (4<sup>th</sup> of July)  
Summer In-Service (1 week, typically in late July/early August)  
Up to 3 Teacher In-Service Days/school year (tbd)

## **Attendance / Absences:**

Children ages 2 through 5 years (Pre-Kindergarten) are eligible for enrollment as space is available. Students in the 4K Blossoms & Blooms classrooms are eligible to attend through June 30<sup>th</sup> prior to entering Kindergarten.

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.

PELC is unable to hold child's space in school for extended absence or vacation (including taking summer off) without payment of tuition in full.

In the event of a temporary emergency school closure due to hurricane, flood, severe weather, fire, illness outbreak including pandemic, or other incident beyond our control, tuition will not be refunded.

## **Snacks/Meals:**

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

An optional Lunch & Munch program is available for purchase 5 days per week, delivered by Tome' Catering. See monthly menu for current cost of Lunch & Munch. Menu is distributed monthly & due before the end of the prior month. In the event of an absence, lunch credit may only be given if the school is notified prior to 9 am, so that we may cancel delivery from the caterer.

*PELC is not responsible for the nutritional value of food or lunches brought from home provided by parent/guardian including when purchased from Tome' Catering.*

## **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 media. Please indicate your preference by checking the appropriate box.

Each age group of classes may have a picture website called a "share site" for parents to access pictures taken at school throughout the school year. (2's: Seeds & Sprigs. 3K: Sprouts & Buds. 4K: Blossoms & Blooms.) Pictures of all children in the class may be uploaded to the appropriate site for families to log in & download or order prints for personal use. Currently PELC is using Shutterfly for these share sites.

We ask that families not post pictures of PELC children from families other than their own on social media.

## **Medications & Illness Policies Brief Overview:**

Refer to the Parent Handbook for the Health & Safety, and Illness policies. 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 at least 48 hours\* without the use of medications before returning to school.** \*This time frame may be extended due to health crisis / pandemic.

### **Termination of Agreement:**

Parent/Guardian may withdraw child from school at any time by giving written notice to the school office 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 actual notice. 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 & may 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 or a counselor, 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 2 weeks 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. Verbal permission is not valid.

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.