

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

**Admission Agreement 2022-2023**

**Hours of Operation:** Monday – Friday: 7:00 am – 5:30 pm

**Tuition & Fees:**

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

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 & it is the preferred method of payment at PELC.**

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 month, un-used tuition is refundable only if child is withdrawn from the program with written 2-week notice.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).

**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. 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. A new Admission Agreement must be completed any time there is a change in payment plan or tuition rate.

**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. PELC is unable to hold child's space in school for extended absence or vacation (including summer) 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 may be available for purchase, 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 your child's photograph may be used for media distribution. 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 do 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 not dispense medications except for the following 4 instances: 1. epi-pen or Benadryl for Dr-signed Allergy plans on file, 2. diaper cream, 3. sunscreen, & 4. insect repellent.** This includes all syrups, drops, pills, or lotions, whether prescription or over-the-counter.

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 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 written 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 the director to further refine or discuss the behavior plan
- 3) An outside resource such as Burke ECI or Play Therapy 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 these steps have been taken, 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 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. See Parent Handbook under "Clothing..."

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.

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.