



License #434408891

First Discoveries Christian Preschool

Developing attitudes for success!™

AGREEMENT *Child's Name _____*

The purpose of this agreement is to nurture mutual accountability between the parents and the school. Many of these policies are listed in detail in our Handbook for Parents. Please read each item carefully, and sign to indicate your understanding and agreement. FDCP may replace First Discoveries Christian Preschool in this agreement. Please email and request a paper copy if you don't have access to a printer, we are happy to help!

- ~ First Discoveries Christian Preschool, is a hands-on Preschool for children ages 2.5 to 6 years old.
- ~ Our program blends Bible based Christian principles, developmentally appropriate academics and phonics, hands on activities and exploration, physical movement, nutrition education, social and emotional skills and character development. We offer a Bilingual morning program for preschoolers and a Spanish Immersion program 3-6 pm for children 2.5 to 1st grade.
- ~ FDCP enrolls for one school year at a time. Returning students and their siblings have priority, and registration is on a first come-first served basis. As a Christian school, we pray daily that the Lord will show us and guide us as we nurture our students.
- ~ Calendar is set for the following school year at Priority Enrollment, and is subject to change. Changes will be sent by email. Parents are encouraged to make alternate arrangements in advance for the days that we are closed if needed. Tuition already has taken into account holidays, minimum and teacher in service days or school breaks. There are no make up days for scheduled closed days. Child Care will be available when 5 children sign up. Since we determine availability of Child Care based on sign-ups, once parents sign up for Child Care they agree to pay Child Care fees, even if they don't need the service later.
- ~ Registration & Deposit: A registration fee plus a deposit for the last month's tuition are payable at the time of registration. If a student needs to be moved from one program to another, the deposit difference (if there is one) is due at time of the change. e deposit will not be refunded for a lower tuition program. Changes are contingent upon space availability.
- ~ Tuition Fees: cover the basic services offered at FDCP. Current tuition, extended care, additional days or child care are listed on our Handbook for Parents. I agree that I've reviewed and agree to them.
- ~ Monthly plan is only available through automatic draft with agreement with FACTS Management Co.
- ~ Parents will be given a 30-day notice if any fee increase is instituted.
- ~ The optional Breakfast is served from 8:30 to 8:45 am. A separate fee will be added to the tuition of a child enrolled in breakfast. Children who arrive at 8:30 are not subject to Extended Care fees.
- ~ Children 5 and older by the following September 1st, may enroll in our Exemplary PreKindergarten Program. Includes 3 workbooks, handouts, class skills, group/individual activities and diploma (added cost).
- ~ Graduation: Celebrate with your graduate and their families their achievement with a Graduation ceremony and family reception in June. Cap & Gown, snacks, cake, goody bags are included (added cost).
- ~ Payment Methods: One annual payment may be made payable by check to FDCP. If a Monthly Payment Plan is chosen, tuition is automatically withdrawn on the 5th of the month by FACTS Tuition Management Co. I agree to pay FACTS their enrollment fee for the service they provide, and I understand that there are convenience fees associated with their credit card or debit card option, if I choose it.
- ~ Late/Missed Payment: FACTS will assess a \$35 Returned Payment fee and a \$25 late fee each time a payment is not available from your account unless a prior written arrangement is received from the director 10 days before tuition is due.
- ~ Returned Check Fee: there is a \$50.00 fee for every check that is returned to our bank. After 2 returned checks, only cash-based payments will be accepted.
- ~ If your Payment attempt is returned to FACTS, we must receive payment within 5 calendar days of the due date to maintain enrollment. The privilege of attending FDCP may be denied to any student whose parents or guardians fail in their financial obligations. FDCP reserves the right to deny attendance to students whose accounts have overdue balances.
- ~ If the school decides to seek collection of any past due amount, the parent agrees to pay, to the extent permitted by law, FDCP's expenses of enforcement and collection of the tuition, fees and related expenses, including, without limitation, attorney's fees and costs.
- ~ Extended Care automatically starts when you drop off early or pick up late. I understand that when my child is at school beyond the program I chose, FDCP will extend their care and I am responsible to pay for the extended care at the rate of \$2/minute during business hours and \$3.5 after hours; and with a cap of \$20/hour with advance notice and \$30/hour without advance notice. I authorize FDCP to schedule and collect payment through my FACTS agreement from any Extended Care and Additional Day approved for my child by signing-in/out through their digital system. I understand that anyone authorized in my child's profile will extended care if they drop off early or pick up late.
- ~ I authorize FDCP to collect, via my FACTS agreement, any additional fees approved by me while signing-in/out through their digital system. If I don't have a FACTS account, I will bring payment the day of the service. I understand that my sign-in/out electronic or hand signature is sufficient notice for me. I agree to have sufficient funds for all Extended Care and Additional Day fees when they are automatically collected through my FACTS agreement.
- ~ I understand that certain Emergencies are an exception, and I may request a waiver of that day's late pick-up fee, provided I call the school before pick-up time to make arrangements and email a reason for my request to waive the fees within 48 hours
- ~ We agree to the financial contractual terms stated here and promise to pay accordingly.
- ~ Early Withdrawal: Deposit is non-refundable and ONLY applicable to the last month contracted. Written notice is required for children who are intending to withdraw and change their last contracted month. When the school receives written notice 2 weeks prior to the 1st day of the last month your child will attend, we will cancel your FACTS agreement and deposit will be applied to their last month. If your written notice is received late you have 3 options: 1/Delay your child's last day and apply the deposit to the following month. 2/Withdraw your child and release your claim to the deposit. No refunds. 3/ Request a partial refund at the same time you submit your late written notice if you feel you have special circumstances that prevented you from submitting your notice in time. Your request must include the reason your written notice is late and why you feel you should receive an exception. We will review your request and determine if it qualifies for an exemption that is fair to other families who have turned their notice in time. We will notify you if you qualify and how much you qualify to receive in a few days. If you've paid in full you'll be refunded for the first full month starting 2 weeks after we receive your notice. We secure our staff a month in advance; no refunds will be given if your notice is received less than 7 days before their last month starts.

~ I accept that I am aware of the refund/early withdraw policy which requires 2 week written notice, and **I understand that VERBAL NOTICES ARE NOT SUFFICIENT.**

- ~ Proof of payment for tax purposes from FACTS are reflected in your bank statements and in FACTS online account information. School statements must be requested by email.
- ~ Absences: No discounts will be given for holidays, minimum days, teacher in service days or school breaks. Scheduled closed days are already factored into the annual tuition.
- ~ Vacation Credit: Each child is entitled to a week vacation after being enrolled for six months. Vacation credit is not cumulative and starts over each school year in July; and days must be taken in the same week; and requested by email 2 weeks before it starts. If the vacation is longer than 1 week, you have the option of withdrawing the child and re-enrolling if there space available or pay tuition to save your space.
- ~ Your child will continue to be enrolled and your tuition will continue to be withdrawn from your account until written notice is received. If you need help complying with this requirement contact the Director by email and request an appointment.
- ~ If you need to change programs mid year, the deposit difference is due at time of the change to reflect the new program. The deposit will not be refunded for a lower tuition program. Changes are contingent upon space availability.
- ~ All students must participate independently during group activities to attend, including nap time and toilet training. Constant one-to-one supervision for one particular student is not available at FDCP.
- ~ If at any time we feel that our school cannot meet the needs of a child or family, there will be a 2 week notice to the family to find a new facility that may be more suitable to their needs or wants and continued enrollment will be denied.
- ~ We reserve the right to decline continued enrollment to a child at any time for any reason not prohibited by law, if in the sole judgment of FDCP such student's parents or guardians are uncooperative, dishonest, abusive to the staff, or who in our sole opinion will not be satisfied with the school's best efforts.
- ~ Parents agree to cooperate with teachers and support the school in it's efforts to help a child learn to modify any behavior that is considered by the director as aggressive, constantly disruptive or unsafe. They shall partner in a plan of action mutually agreed upon by parents and teachers for 2-4 weeks. If no plan or time frame can be agreed upon, or reasonable efforts do not significantly reduce the undesirable behavior, the child will be withdrawn immediately.
- ~ Purposely omitting or minimizing any student needs, that impact health or safety, at time of enrollment will cause their enrollment to become invalid and the child will be withdrawn immediately.
- ~ In the event that your child needs special accommodations to independently participate in our program, parents agree that before reasonable accommodations can be considered or the child is permitted to attend our school, their doctor or specialist must create a Plan of Management and/or a Plan of Action in an emergency. Reasonable documentation might be required to establish the need for reasonable accommodations. Parents are responsible for providing all appropriate equipment, training (for staff and their child), and special food (must be peanut and tree nut free), if applicable
- ~ Our school is licensed and regulated by the California Department of Social Services, and we are allowed to provide non-medical care and supervision to our students under California Law. Under our license and the applicable regulations we can only provide services for children we are qualified and capable of caring for. We are committed to explore all options presented to us and make an individualized assessment about whether we can meet student's needs, and determine if we can provide reasonable accommodations. We shall accept new students provided their presence does not pose a direct threat to the health or safety of others or require a fundamental alteration of our program and the child and parents follow school policy.
- ~ Car seats or overnight bags are NOT storable at FDCP.
- ~ Parents agree to inform FDCP in writing if their child is not to be photographed or videotaped.
- ~ Parents shall provide medical insurance for their children.
- ~ To best serve our students, we nurture a healthy and honest relationship with all our families. School policies are clearly explained in our Handbook for Parents to avoid unpleasant surprises. We agree that in fairness to all families there are no exceptions to school policies.
- ~ We understand that, by law, the Licensing Department of Social Services has the authority to interview children or staff and to inspect and audit child or child care records without prior consent. The licensed shall make provisions for private interviews with any child(ren) or staff member and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren) including conditions that could indicate abuse, neglect or inappropriate placement.
- ~ We've read the Handbook for Parents and agree to all it's contents and have reviewed the Caregiver Background Check Process [LIC 995E].
- ~ We understand and agree that this agreement shall not be modified except by a new written agreement between the parties. When each parent or guardian signs this agreement, and will be jointly and severally responsible for the obligations contained herein. This agreement shall be deemed to have been entered into in the State of California as a contract; its validity, effect and operation shall be determined in accordance with the provisions of California law. By checking the box and digitally signing below you enter into this contract with First Discoveries Christian Preschool.

Father's Name: _____

Signature

Date

Mother's Name: _____

Signature

Date

Please bring this agreement signed to your appointment.

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐ CALL EMERGENCY HOSPITAL ☐ OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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