

St. Paul's Parish Littlest Angel Preparatory
Preschool, Pre Kindergarten, and Young Fives
221 Valley Street - Room X
San Francisco, California 94131-2320
82-4KIDS (5437) Lic #380506430
Admission Agreement Contract

(Full Time/All Day Program: 7:30am – 5:45pm)
(Half Day: 7:30 am – 12:30n)
(Part Time: 3 – 4 days either All Day or Half Day)

All children age 4 years through 6 years must attend Preschool a minimum of 3-1/2 days per week)

I agree to enroll my child _____, beginning on _____

Daily attendance will begin at _____ a.m. and end at _____ p.m. on the following days:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

- 1) I understand Preschool will be open according to the yearly calendar and the above time and days are reserved for my child. I understand I will pay tuition as agreed to in this contract.
____ Please initial that you read the preceding
- 2) **NEW Students:** I understand I will pay in advance all non-refundable fees, by check, cash or money order, on the date due. (Please see Acceptance Letter)
- 3) **RETURNING Students:** I understand I will pay by check, cash or money order, a non-refundable Re-Registration Fee. I understand after that through the Automatic Payment Plan (checking account only), I will pay by my chosen payment schedule on the 1st of each month. If I go on vacation, I will be required to pay the tuition due for the month(s) or withdraw from the program.
____ Please initial that you read the preceding
- 4) I understand care will include a morning breakfast snack, lunch and afternoon snack. The parent will provide a pre-cooked lunch if not participating in the catered lunch program. We do not provide a credit for nonparticipation.
____ Please initial that you read the preceding
- 5) I understand children may be taken from the Preschool only by the person(s) signed below OR listed on Identification and Emergency Information (LIC 700); LAPP Emergency Card; LAPP Major Disaster Emergency Dismissal Form or listed on Identification Code form and under the conditions specified.
____ Please initial that you read the preceding
- 6) I understand I will be notified in advance if the Preschool is going on a field trip – usually on the monthly calendar. I understand I must provide my childcare if I do not want my child to join the activity. If we go to the Park or the Library permission slips will not be sent home. A note will be at the front door.
____ Please initial that you read the preceding
- 7) I understand in the case of early withdrawal or termination one-month notice is required for either - in writing
____ Please initial that you read the preceding
- 8) I understand the Preschool is not responsible for belongings left after 14 days.
____ Please initial that you read the preceding

9) *I understand payment obligation is based on the schedule I agree to use childcare, not on actual hours of attendance.*

____ *Please initial that you read the preceding*

10) *I understand the Preschool or Staff will not be responsible for or replace lost, stolen or broken toys brought from home.*

____ *Please initial that you read the preceding*

11) *I understand I will be notified no less than 30 days in advance if the tuition is increased.*

____ *Please initial that you read the preceding*

12) *I understand that the Department of Social Services, Community Care Licensing has the right to review my child's records, etc. at any time.*

____ *Please initial that you read the preceding*

13) *I understand the Director (or designated staff member) may telephone for my child to be picked up if necessary due to illness or behavior. I agree to have my child picked up within one (1) hour.*

____ *Please initial that you read the preceding*

14) *I agree to comply with the preceding and all Preschool Policies that are in accord with the Policies of the Archdiocese of San Francisco, including but not limited to, compliance with the schools Code of Christian Conduct.*

____ *Please initial that you read the preceding*

I (We) agree to pay the annual tuition of \$ _____ in:

Single payment with a 5% discount off total tuition, due by July 1, 2019

Two equal payments, the first payment due on July 1, 2019, and the second payment due on January 1, 2020

11 equal payments, payable through Tuition Express beginning September 1, 2019, through July 1, 2020

I (We) understand and agree to abide by the following terms of the St. Paul's Littlest Angel Preparatory Preschool tuition contract:

- 1) *Participation in the Tuition Express tuition management plan is mandatory if tuition is paid monthly.*
- 2) *At the end of the month, the Director will consider dropping from the enrollment list the names of families who have made no payment toward a delinquent account and have made no effort to discuss the problem with the Director or Pastor.*
- 3) *Parents will be held responsible for reasonable attorney fees and collection costs necessary for the collection of any fees not paid by their due date.*
- 4) *Families with delinquent accounts will not be allowed to re-register for the following school year.*
- 5) *If the terms of this contract are not met, St. Paul's Littlest Angel Preparatory Preschool has the right to notify other schools.*

By signing below, I (We) confirm that I (We) understand and accept the terms of this contract.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Director Signature and Date: