St Peters by the Sea Preschool Admissions Agreement 2023/2024

**REGISTRATION**

St. Peter’s by the Sea regular school year is from September to June. The annual calendar is designed to coordinate with the Palos Verdes Peninsula School District. Exact dates for activities and holidays will be listed on our Preschool Calendar and will be given to you as a part of your orientation information.

Early drop-off begins at 8am and extended day ends at 4pm. Early drop/extended day pricing is listed below. If you choose to utilize extended day occasionally you will receive an invoice at the end of each month.

Children ages 2-5 years old can attend any number of days. All classrooms are open 5 days a week. Napping is optional. Children that nap will rest in the Sunshine Room from 1 pm to 2:30 pm. The preschool has sleeping mats, but parents are required to purchase sheeting. Sheeting is used each day and sent home to be washed at the end of each week unless sheeting becomes soiled, which is sent home that day.

Children that attend school in the Sunshine Room are not required to be toilet trained, but parents are required to supply diapers and wipes.

A 10% tuition discount is received if two or more children attend the Preschool. Church members also receive a 10% tuition discount. The discount does not apply to extended day and early drop off fees.

**The registration fee is $175 for new students and $95 for returning students**. **This fee is non-refundable.** A portion of your registration fee will go towards the Parents Club for classroom teacher wish lists.

The registration fee is required from each student at the time of registration or any time the child is registered during the school year. The registration fee is non-refundable and is not deducted from tuition. The fee cannot be credited for the following school year.

**TUITION**

**Tuition is not prorated for months during school closure periods. Such as Thanksgiving, winter and spring break. Tuition must be collected to reserve your child’s place in the classroom regardless of absences due to illness, vacation etc.... If tuition is not collected, we will accommodate other families on the waitlist.**

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| **Regular day 9am-12pm** | **Extended day 9am-1:30pm** | **Full day 8am-4pm** |
| 5 days: $615 | 5 days: $765 | 5 days: $980 |
| 4 days: $572 | 4 days: $728 | 4 days: $940 |
| 3 days: $485 | 3 days: $642 | 3 days: $856 |
| 2 days $420 | 2 days: $572 | 2 days: $790 |

**LATE FEES**

Tuition is due on the 1st of each month of my child’s attendance.

Failure to pay on the 5th day of my child’s attendance enrollment will be temporarily or permanently terminated. Failure to pay by the 5th of each month will result in late fees of $10 per day. No allowances, credits, refunds, or make-up days shall be made for absences. St. Peter’s by the Sea Preschool will provide 30 days written notice to parents prior to any basic rate change.

**EARLY CARE AND EXTENDED DAY FEES**

$10.00 for 30 minutes

$15.00 for 60 minutes

**LUNCH/SNACK**

A mid-morning snack is provided daily. It consists of a fruit, vegetable, cheese or yogurt and cracker. An afternoon snack is provided if your child attends a full day until 4 pm. Children attending any extended day hours must bring their own lunch. The preschool only supplies a mid-morning and afternoon snack.

**SIGN IN/OUT PROCEDURE**

St. Peter’s by the Sea takes very seriously the sign in/sign-out process for each child while on our campus. In addition, we provide Social Services with these records upon our annual inspection. Parents are required to sign-in upon arrival and sign-out at the time of pick-up. Children are not released into the care of unauthorized individuals unless notified.

**TERMINATION**

**A: Termination by center**

St. Peters by the Sea Preschool has the right to terminate this agreement and ask a parent to withdraw enrollment, if any of the following occur:

* The child presents a health or safety threat.
* Repeated discipline problems.
* Lack of parental cooperation.
* On-going late pick up.
* Failure to pay tuition.
* Inappropriate parental behavior to children, teachers, or staff

**B: Termination by family/parent/guardian**

We understand that situations arise for which a family/parent or guardian may need to terminate their child’s enrollment. We request a two weeks’ notice be given to the Director. Please be aware that you will be charged two weeks’ tuition if you fail to provide the necessary two (2) weeks written notice. Any pre-paid amounts will be returned to the parent on a pro-rated basis until date of termination.

**DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING**

Please be advised that the department of social service community care licensing reserves the right to an unannounced inspection of the facility. They have the authority to interview staff or children and to inspect and audit any child or childcare center records without prior consent.

I have read the St. Peters Preschool Admissions Agreement and agree to the terms, program and procedures. Any other additional policies and procedures can be found in the Parent handbook.

Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directors Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_