

# 2022-2023 LITTLE SAINTS PRESCHOOL ADMISSION AGREEMENT FORM



1. This Agreement is between Little Saints Preschool at Saint Simon Parish School and

\_\_\_\_\_ (parent or guardian) for the care of

\_\_\_\_\_ (name of preschool student)

2. **My child's weekly schedule will be:** Please check how many days per week, and which are your preferred days

Program	Time	2 Day Tue/Th	3 Day T/W/Th	3 Day M/W/F	5 Day M-F
Preschool (3 years) AM	8:15-Noon				
Preschool (3 years) Standard	8:15-3:00				
Preschool (3 years) Full Day	7:30-5:30				
Pre-K (4,5) AM	8:15-Noon				
Pre-K (4,5) Standard Day	8:15-3:00				
Pre-K (4,5) Full Day	7:30-5:30				

### 3. REGISTRATION

The registration fee is \$300. It will be payable at the time that a family sets up their Smart Tuition account on line. Existing families will be billed the registration fee through their Smart Tuition account.

### 4. TUITION

Tuition for the 2023-2024 school year will be determined in March of 2023. After that families will be given 30 day written notice prior to any basic rate changes. Little Saints Preschool has partnered with Blackbaud Tuition Management for the processing and collection of our families' tuition and fees for all grades, preschool-8<sup>th</sup> grade.

All new families must complete the on-line registration with Blackbaud Tuition. Families will not be considered enrolled until the on-line registration with Blackbaud Tuition is completed and the registration fee is paid through Blackbaud Tuition. Families have the option of credit card or ACH from a bank account. The choice of payment options is made at the time the on-line registration is completed.

Tuition payments are payable annually on July 10, semi-annually July 10 and December 10, or in 10 monthly payments due on the 10 of the month July through April. Payments are considered delinquent after the 10<sup>th</sup> of each month for the selected payment plan. Blackbaud Tuition will charge a \$40 late fee for any payment received after the 10<sup>th</sup> of the month, and will also charge for a failed automatic payment.

### 5. TERMINATION OF ADMISSION CONTRACT

- If you choose to withdraw your child from our program a 30-day written notice is required and any tuition refund due will be calculated based on the withdraw date.
- Failure to provide a 30-day written notice will result in a collection proceeding for one month's tuition.
- All changes to a child's schedule must be made in writing and submitted to the Preschool Director.

### 6. HEALTH AND SAFETY POLICY

- You must notify the Director immediately if your child contracts a communicable disease. A physician's note may be required for your child to return to preschool.
- If your child becomes sick while at the center, the center is required to send your child home for the health and safety of the other children and teachers. You will be contacted to pick up your child.
- You must keep the center informed of any changes that may affect your child's behavior. Also, notify us if there is a change in any personal contact information so we can keep your child's records up to date.
- If your child threatens the immediate safety of other children, staff or himself/herself, you will be contacted and expected to pick up your child immediately.

**7. SIGN-IN/SIGN-OUT POLICY**

In accordance with state law you must sign your child in with a **full signature** upon arrival time and sign your child out with a **full signature** upon departing the center with accurate departure time.

**8. THE DEPARTMENT OF SOCIAL SERVICE COMMUNITY CARE LICENSING DIVISION "THE DEPARTMENT"**

- The Department has the authority to interview children or staff without prior consent.
- Little Saints Preschool shall ensure that provisions are made for private interviews with any children or staff members.
- The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours.
- Records may be removed if necessary for copying.
- Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).
- Little Saints Preschool shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

**I understand that Little Saints Preschool reserves the right to terminate services if a child's or parent's behavior threatens the safety or becomes verbally or physically abusive toward anyone on the center's property. Little Saints Preschool reserves the right to terminate this agreement if parents do not follow the guidelines, if the program does not meet the needs of the child, and if the monthly tuition is not paid on time.**

**This Admissions Agreement is Accepted:**

**Person Responsible for tuition** \_\_\_\_\_

**Parent or Guardian's Name** \_\_\_\_\_

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_