

2023-2024 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 TADS account online. Existing families will be billed the registration fee through their TADS account.

4. TUITION

Tuition for the 2024-2025 school year will be determined in February. After that families will be given 30 day written notice prior to any basic rate changes. Little Saints Preschool has partnered with TADS for the processing and collection of our families' tuition and fees for all grades, preschool-8th grade.

All new families must complete the on-line registration with TADS. Families will not be considered enrolled until the on-line registration with TADS is completed and the registration fee is paid through TADS. The choice of payment options is made at the time the on-line registration is completed.

All Little Saints Preschool billing and payments will be processed through TADS Tuition Management. Payments can be made electronically either by credit card or by ACH from a checking or savings account. Tuition for the 2023-2024 school year may be paid in full on July 10, 2023, semi-annually on July 10, 2023, and on December 10, 2023, or in ten monthly payments due on the 10th of each month, beginning July 10, 2023, through May 10, 2024 (Except February 2024). A \$25.00 service charge will be assessed for any payment received after the 10th of the month. A \$50.00 service charge will be assessed for any failed electronic payment.

5. TERMINATION OF ADMISSION CONTRACT

Should a family choose to withdraw their student(s) from Little Saints Preschool for any reason after enrollment, the family

must notify the Director of Little Saints Preschool. An early withdrawal penalty equivalent to ten percent (10.00%) of the family's total tuition obligation to Saint Simon Parish School will be assessed. This amount is over and above the enrollment fee and tuition due for the entire month of the student's withdrawal date. If the family paid tuition in advance and in excess of the tuition paid through the month of the student's withdrawal date and the early withdrawal penalty, a refund will be provided to the family within one week of the child's withdrawal date at Saint Simon Parish School.

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 childcare 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 childcare 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 _____