

## **First Nazarene Preschool Policies and Admission Agreement**

Be advised that this document is an Admission Agreement and once you have signed it you have agreed to all the conditions set forth in it.

A.M. snack, lunch and a p.m. snack are served daily.

### **REGISTRATION:**

1. A \$50.00 non-refundable registration fee will be paid at the time of registration and annually in March.

### **TUITION:**

1. Tuition is paid monthly by the 1<sup>st</sup> of each month. If payment is received after the 15<sup>th</sup> of the month you will be charged a \$25.00 late fee. Written modification of the payment schedule can be made by agreement with the Director of First Nazarene Preschool. Any payments made after the 5<sup>th</sup> of the month will be due and payable by the end of the month prior to the month in which they are charged.
2. Tuition is due and payable whether child attends school or not. Tuition that is unpaid for 30 days will result in suspension of childcare until account is clear.
3. Once services have been discontinued tuition bills left unpaid for 60 days will be turned over to our collection agency or to the Internal Revenue Service as additional income earned from services received.
4. Payments will be made by the parents and/or the authorized representative of the enrolled child.

### **MODIFICATION CONDITIONS:**

1. Any modifications to this Policy and Admission Agreement will be made in writing 30 calendar days before the effective date of change.

### **REFUND CONDITIONS:**

1. First Nazarene Preschool does not have a refund policy.

### **INSPECTION AUTHORITY of the DEPARTMENT or LICENSING AGENCY SECTION 101195**

- a. The Department or licensing agency shall have the inspection authority specified in Health and Safety Code Sections 1596.852 and 1596.853.
- b. The Department or licensing agency shall have the authority to interview children or staff.
  1. The licensee shall ensure that provisions are made for private interviews with any child (ren), or staff member.
- c. The Department or licensing agency shall have the authority to observe the physical conditions or the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.
- d.

### **TERMINATION OF ENROLLMENT:**

1. Termination of enrollment during the contractual time must be done in writing two weeks prior to the withdrawal of your child from First Nazarene Preschool. **IF THIS IS NOT DONE A TWO WEEK PAYMENT WILL BE REQUIRED.**

### **VACATION CREDIT:**

1. Vacation credit will be as follows: 10% discount per week of your child's monthly tuition will be given from those who need vacation credit.

2. Requests for vacation credit must be (a) written, (b) given directly to the Director of First Nazarene Preschool and (c) must be turned in 2 weeks prior to when the child will be on vacation.

**FEES:**

1. A current basic rate chart is attached to this Admission Agreement.

**PAYMENT:**

1. Payment will be made by either check or money order made out to **First Nazarene Preschool**
2. Mail payments to: **First Nazarene Preschool,  
2801 Hughes Lane  
Bakersfield, California 93304**
3. There is a \$25.00 charge on all returned checks.

**HOURS OF OPERATION:**

1. First Nazarene Preschool opens at 7:00 a.m. and closes 6:00 p.m. Monday through Friday.
2. A late fee of \$1.00 per minute for first 15 minutes and then \$5.00 per minute thereafter will be charged for any child that is left after 6:00 p.m.

**DAYS CLOSED:**

1. The First Nazarene Preschool Holiday Calendar is attached to this Admission Agreement.
2. Credit is not given for days that First Nazarene Preschool is closed.

Enrollment Contract for: \_\_\_\_\_

Registration Fee: Ck/receipt number: \_\_\_\_\_

Enrollment Category:            Full Year                                  Summer Program

Schedule:    M      T      W      Th      F      FULL DAY    HALF DAY    AFTERNOON

Date Entered: \_\_\_\_\_ Drop Date: \_\_\_\_\_

Date Eligible for Vacation Credit: \_\_\_\_\_ Tuition: \_\_\_\_\_

**I/WE HAVE READ ALL THE POLICIES OF FIRST NAZARENE PRESCHOOL AS STATED IN THE FIRST NAZARENE PRESCHOOL POLICIES AND ADMISSION AGREEMENT. I/WE AGREE TO ALL THE FIRST NAZARENE PRESCHOOL POLICIES AS STATED IN THE POLICIES AND ADMISSION AGREEMENT. I/WE HAVE RECEIVED A COPY OF THE FIRST NAZARENE POLICY AND ADMISSION AGREEMENT. I/WE HAVE RECEIVED A COPY OF ALL DOCUMENTS LISTED IN THE FIRST NAZARENE PRESCHOOL POLICIES AND ADMISSION AGREEMENT.**

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**KEEP THIS DOCUMENT HANDY SO THAT YOU MAY REFER TO IT. NO EXCEPTIONS WILL BE MADE TO IT.**

\_\_\_\_\_  
DIRECTOR, FIRST NAZARENE PRESCHOOL

\_\_\_\_\_  
DATE