Coastal Kids Preschool
ADMISSION AGREEMENT

Child's Name:_____ Enrollment Date:_____

"Coastal Kids Preschool, Inc." (herein referred to as CKP), 4172 Pacific Coast Highway, Torrance, CA is a preschool/child care facility licensed by the Department of Social Services, Community Care Licensing Division, in the State of California.
Lic. # 197403686

HOURS and TUITION

* Tuition and fees will be paid in accordance with the amounts due for your child's schedule as marked below. ***Payments are always due in advance on the 1st of each month or if you choose you may pay Bi-monthly on the 1st and 15th of each month.***

Tuition will be paid for the following schedule (circle days): **Mon Tues Wed Thurs Fri** _____ **Half Day (9am to 12:30pm)** ____ **Full Day**

HOLIDAYS

* We are **CLOSED** on the following holidays throughout the year. ***There is NO reduction in tuition for these holiday periods.***
Martin Luther King, Jr Day * President's Day * Memorial Day * Independence Day * Labor Day * Veteran's Day *
Thanksgiving Break (Thursday & Friday) * Winter Break (week between Xmas Eve & New Year - notice to be given on exact dates)

REGISTRATION FEE and WITHDRAWING REQUIREMENTS

* **$100 Registration Fee is required for enrollment. This fee is *non-refundable.*** (For two children enrolled per family, the fee is $150.)
* If you withdraw your child for any period of time during which you do not pay tuition, and then you wish to re-enroll, you will need to pay a new registration fee of $100. ***IF YOU WITHDRAW YOUR CHILD EITHER PERMANENTLY OR TEMPORARILY, FOUR WEEKS WRITTEN NOTIFICATION AND FOUR WEEK'S PAID TUITION IS REQUIRED AND DUE.***
* *Upon enrollment, please understand that your child is being admitted on a **four-week trial** basis to see if he/she is adaptable to our program. The parents and the school will determine during this period if the child should continue or not. Four week's notification for termination will not be required during this trial period by the parent or the school.*

LATE PAYMENT FEES

*Payments are always due IN ADVANCE on the 1st and 15th depending on your payment schedule. Payments not received by the due date must add **$5 per business day**. If a payment is more than 5 days overdue, your child will not be admitted until the balance due (tuition plus late fees) is paid. Consistent late payments may be cause for termination of services.

EARLY DROP-OFF FEES and LATE PICK-UP FEES

* Our doors **open at 7:00am for full day students**. The **Half-day program begins at 9:00**. Half-day children are not to be dropped off any sooner than 8:55 *unless otherwise arranged with the office*, in which event your tuition will be adjusted by adding $2.50 for every half hour or portion thereof.
Pick up time for the Half-day preschool program is by 12:30.** The children are eating their lunch starting around noon so you can come a little earlier if you wish. Please pick up no later than 12:30*, unless otherwise arranged with the office*, in which event your tuition will be adjusted by adding $2.50 for every half hour or portion thereof. For your child's feelings of security, please be prompt in picking up your child at the scheduled time. If you *are* going to be detained, please notify the school immediately so that we can reassure your child. **If you are picking up your child at the end of the day, be aware that the school has no provision for care past 6:00pm**--teachers have families, classes, appointments and need to leave promptly. ***You will be charged late fees of $1 per minute - due by the next morning of care. **Consistent lateness may be cause for termination of services.**

RETURNED CHECKS

* A $20 service fee will be charged for each returned check. If you have more than two checks returned, all subsequent payments must be made in cash or cashier's check.

ABSENCES

* THERE IS NO REDUCTION IN TUITION FOR ABSENCES FOR *ANY* REASON (illness, holidays, family vacations….)
*Payments must always be taken care of in advance when you are going to be absent for vacations, etc.
**If your child is absent on pay day due to illness, payments may be made upon return with no penalty of late fees as long as you notify the school of the absence and let us know when we can expect payment.*

COT SHEETS

* Children staying for rest time are required to have a sheet for their cots. You must purchase a specially fitted cot sheet from us for **$15**.

RELEASING CHILDREN

* The school will only release your child to:
a) parents/guardians with legal custody; or b) anyone the custodial parent/guardian has authorized by prior written arrangement;
or c) police or welfare worker's with proper authorization

TERMINATION OF AGREEMENT

THE FOLLOWING IS A LIST OF POSSIBLE REASONS THAT THIS AGREEMENT MAY BE TERMINATED. THIS LIST IS NOT MEANT TO BE ALL INCLUSIVE.

* Parent/guardian allows their account to become delinquent.
* Failure of parent/guardian to honor obligations listed in this agreement or in any rules, regulations, or manuals promulgated or provided by the school.
* The school in its sole discretion determines that it is unable to meet the needs of the child.
* The school in its sole discretion determines that it is not in the best interest of the school or for other enrolled children at CKP to have this child in attendance.
* Failure of the child's parents to cooperate with the school which the school determines in its sole discretion is serious enough to warrant termination.
* Failure of the child's parent to keep their sick child home or failure to come pick up their child promptly from school when notified by the school that the child is sick.
* Excessive biting, hitting or endangering other children may result in termination of this agreement.

CKP may require the child's parents/guardian to attend a conference with the school personnel regarding the matters that potentially warrant termination of the agreement. The parent/guardian may request a conference with school personnel regarding the matters that potentially warrant termination.

REPORTING REQUIREMENTS

* All employees of CKP are mandated by law to report observations or evidence of violation of personal rights of a child, including but not limited to suspected sexual or physical abuse or neglect to Community Care Licensing Division, Department of Social Services.

MODIFICATION, AMENDMENT

* The school reserves the right to modify and/or amend this Agreement upon two weeks written notice of any changes in the basic rates or services provided.

ENTIRE AGREEMENT

* This Agreement, together with those documents specifically incorporated herein by reference, including "The Parent Handbook" contains the entire agreement and understanding between the parties as the subject matter hereof.

INVALID PROVISIONS

* The invalidity or unenforceability of any particular provision hereof shall not effect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

WAIVER

* No right under this contract shall be waived (lost) merely by delaying or failing to exercise it. Consent to act shall not be considered consent to any other subsequent acts. Any waiver or any other default under this Agreement must be made in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

GOVERNING LAW

* This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.

I HAVE RECEIVED AND READ THE COASTAL KIDS PRESCHOOL PARENT HANDBOOK. I AGREE TO COOPERATE WITH THE GENERAL POLICIES, RULES AND REGULATIONS OF CKP, AND TO PERFORM THE OBLIGATIONS OF PARENTS/GUARDIANS SET FORTH IN THIS AGREEMENT AND THE COASTAL KIDS PRESCHOOL PARENT HANDBOOK.

I AGREE TO GIVE FOUR WEEKS WRITTEN NOTIFICATION FOR WITHDRAWING MY CHILD AND WILL PAY FOUR WEEKS TUITION.

Parent/ Guardian must sign this agreement.

PARENT/GUARDIAN:_____ **DATE:**_____