



2019 -2020 Admission Agreement

I hereby agree that (child's name) Prince_____ will be enrolled at Little Steps of Faith Preschool (also referred to as LSOF) beginning on: ___/___/_____, contingent upon:

- Return of this agreement with a nonrefundable annual material fee of \$100 and one time registration fee of \$250.
 - By signing this Enrollment Agreement (Where legal custody of the above name child is maintained by more than one parent or guardian, all parents or guardians maintain legal custody of, or having financial responsibility for said child, must sign this Enrollment Agreement in the appropriate spaces).
1. **Acceptance of this enrollment Agreement by Little Steps of Faith Preschool, such acceptance to be signified by execution of this Enrollment Agreement by an authorized representative of Little Steps of Faith Preschool for the educational enrichment of the enrolled child.**
 2. **Services:** The parent or guardian agrees that s/he is contracting for the services, which are marked below and will pay the stipulated rate. An additional snack is provided for our Toddler Program. We provide Morning Snack and Afternoon Snack for our full day program. Parents must provide a daily lunch for the children. Snacks are provided as part of the basic service. There is no deduction in your tuition if you choose not to partake of the meals.
Basic Services – Care and Supervision in LSOF _____ Program _____ (please initial)
 3. I understand that acceptance of enrollment constitutes an agreement to pay the bi-monthly tuition on the **30st and 15th of every month** while my child is at attendance at Little Steps of Faith Preschool. Little Steps of Faith is entitled to be reimbursed for any attorney fees and costs incurred in the collection of any unpaid balance. In addition, if I fail to meet my financial obligation to Little Steps of Faith Preschool by the deadline stated above, Little Steps of Faith Preschool has the absolute right to deny class attendance to my child. _____ **(please initial)**
 4. Choose one: I agree to pay the tuition of \$____per week, over a 12 month period.
Tuition payment is to be paid on a bi-monthly basis regardless of the number of days in the week, beginning or ending school weeks, holidays, or uncompleted months by my child's absence or early termination, for the entire term (August or start date through July). I understand that if my child starts mid-week, my tuition will be prorated for that week only. Any vacation or early withdrawal does not alter this agreement. The complete tuition will be due every Monday, regardless of vacation time or early withdrawal occurs. The balance of your term will be in July of the term year and/or immediately upon withdraw from the program. _____ (please initial)
 5. **Rate Change:** A thirty (30) day notice will be given to parents should any rate changes be applied. _____ **(please initial)**
 6. I understand tuition is due no later than 6:00 pm Monday by the close of business. There will be a five dollar (\$5) late fee for each day tuition is late if tuition is not paid by Wednesday of that week while my child is in attendance at Little Steps of Faith Preschool. _____ **(please initial)**.
 7. **Late Pick-up Penalty:** Each day a child is picked up at the Center later than the scheduled pick-up time for such day, Parent shall be assessed a fine of \$1.00 per minute for each minute after such time (Late Pick-up Fee). Parent shall pay that fee on the day of the late pick-up.



8. Absence Policy: Parent shall pay in full to the Center the monthly fee for the child enrolled regardless of whether the child is absent for any reason, including but not limited to illness or vacation. Parent shall notify the Center if child is absent. Parent shall provide the Center with one week notice if child is to be absent for vacation or other planned absence.
9. Refund Policy: Little Steps of Faith does not provide refunds
10. I understand, that by signing this Agreement, I agree for myself and for my child to abide by all regulations and decisions of Little Steps of Faith Preschool, including but not limited to its by-laws, statements of policy and resolutions of its corporate officers. I understand that Little Steps of Faith Preschool reserves the right to amend the conditions of this Agreement if, in the school discretion, my child's academic and or behavioral situation suggest such action to be in the best interest of the School and /or my child. _____ (please initial).
11. In consideration for being permitted to participate in all Preschool activities at Little Steps of Faith Preschool, I hereby waive, release and discharge any and all claims for damage for personal injury, death, or property damage which my child or I may have or which may hereafter accrue to my child or me, as a result of participation in said activities. The release is intended to discharge in advance Little Steps of Faith Preschool (its officers, employees, and agents) from any and all liability arising out of our or connected in any way with my child's or my participation in said activity. It is understood that these activities involve an element of risk and danger of accidents, and knowing those risks, I hereby assume those risk for me and my child. It is further agreed that this waiver, release, and assumption of risk is to be binding on heir and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage cost, or expense which they may incur as a result of my child's or my death or any injury or property damage that my child or I may sustain while participating in said activities. I additionally consent that my child _____ can participate in Preschool activities and hereby execute the above AGREEMENT, WAIVER, and RELEASE on his/her behalf. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense, which they may incur as a result of death or injury or property damage, that said minor may sustain while participating in said activities. _____ (please initial).
12. I permit Little Steps of Faith Preschool to use and publish photographs and /or videotapes of me and or/my child for the purpose of presenting recreation activities to the community and to promote Little Steps of Faith Preschool to prospective clients and /or participants. I also give my permission to release such photographs and/or videotapes to the news media in support of the program. _____ (please initial)
13. I understand that I am jointly and severally responsible for my child's tuition and fees as described herein above _____ (please initial)
14. This agreement can be terminated by written notice ONLY by an officer of Little Steps of Faith Preschool. _____ (please initial)
15. I have discussed my child's developmental needs and program placement options with LSOF staff and herby agree to place my child in: (Choose One)
 - a. LSOF Preschool program _____ (please initial)
 - b. LSOF Toddler program _____ (please initial)



16. **TERMINATION CONDITIONS:** Immediate: Center may terminate Child’s enrollment in Center’s program effective immediately upon written notice to parent of such termination if any of the following conditions arise: 1. In the sole judgment of the Center Director, Child’s behavior threatens the physical or mental health or well-being of one or more of the other children at the Center; 2. Parent is hostile, uses profane language, is verbally or physically abusive or threatening to staff or clients of the facility; 3. Any payment owed by Parent to Center is not paid within one month after such payment is due; 4. Child is picked up late more than three (3) times during any month; 5. Parent fails to pick up child promptly when notified child is ill; 6. Non-cooperation of parent or the parent refuses to comply with agreed upon plan of action relating to child’s behavior.
- a. Two weeks notice: Center may terminate Child’s enrollment in center’s program effective upon two week written notice to Parent if any of the following conditions arise: 1. Any of the conditions listed under Section above, provided that Center has not exercised its right to terminate Child’s enrollment immediately; 2. In the sole judgment of Center’s Director, Center’s program does not meet the developmental or special needs of the child; 3. Parent fails to provide items for child that Parent is required to provide under terms of this agreement or the Family Handbook; or 4. Center terminates Center program.
17. **RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN** Parent understands and acknowledges that Center is a licensed childcare center and that, under California law, the California department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed child care center, to inspect and audit children’s records, to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examination of children. (Community Care Licensing) _____ **Please initial**

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENT, AM AWARE THAT THIS AGREEMENT CONTAINS A RELEASE OF LIABILITY AND THAT IT IS A CONTRACT BETWEEN LITTLE STEPS OF FAITH PRESCHOOL AND MYSELF AND THAT I AM SIGNING IT OF MY FREE WILL.

X _____
Parent or Guardian Signature DATE

X _____
Parent or Guardian Signature DATE

ACCEPTED;

LITTLE STEPS OF FAITH PRESCHOOL