

# ENROLLMENT AGREEMENT 2024-2025 PAGE 1 OF 2

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Please read and **INITIAL** each statement below, then sign and date the last page.

## SECTION 1: TUITION AND FEES

\_\_\_\_\_ **REGISTRATION FEE:** I understand **all registration fees are non-refundable and non-transferable**; this includes both Summer and 2024-2025 School Year.

\_\_\_\_\_ **TUITION FEES:** I understand the regular school year is from August 12, 2024 through May 30, 2025. Tuition is broken down into nine (9) equal monthly payments of \$940.00 for full-day students or \$840.00 for half-day students. Three (3) weeks tuition is collected for the month of August.

\_\_\_\_\_ **LATE TUITION:** I understand tuition is due and payable on the **FIRST** day my child attends and on the **FIRST** day of the month thereafter. I also understand tuition is considered delinquent on the EIGHTH day and will be charged an additional 10% late charge.

\_\_\_\_\_ **RETURNED CHECKS:** I understand there is a \$25.00 service charge for each check returned for insufficient funds.

\_\_\_\_\_ **LATE PICK-UP FEE:** I understand that if I am late in picking up my child, a late fee will be charged at a rate of **\$2.00 per minute** for full-day students, and **\$5.00 for every 15 minutes** for half-day students. This fee is payable at the time of infraction.

## SECTION 2: DAILY PROCEDURE

\_\_\_\_\_ **DAILY SIGN-IN AND SIGN-OUT:** I agree to sign my child in and out every day using the School's attendance procedure. If I neglect to do so, I may be charged a maximum of \$5.00 per occurrence. I understand that I am required to enter the school to drop off and pick up my child and that I must escort my child to and from the designated classroom and staff member each day. From CA Department of Social Services: (a) In addition to the sign-in procedure requirement of Section 101226.1(b), the licensee shall develop, maintain and implement a written procedure to sign the child in/out of the child care center that shall, at a minimum, include the following:

(1) The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.

(b) The person who brings the child to, and removes the child from, the center shall sign the child in/out.

(c) A person who removes the child from the center during the day, and returns the child to the center the same day, shall sign the child in/out.

\_\_\_\_\_ **PEANUT/NUT-SAFE:** I understand that I may not bring any items to school which contain or have been processed with peanut or tree nut products.

\_\_\_\_\_ **OUTSIDE FOODS:** I understand that no outside foods (with the exception of my child's personal lunch) will be permitted without prior approval from the office staff.

\_\_\_\_\_ **ILLNESS:** I understand that if my child shows symptoms of illness during the day (such as acute cold symptoms, temperature of 100° or above, nausea, vomiting, diarrhea, unusual rashes, or irritation of the eye), I will be contacted and arrangements must be made to pick up my child immediately.

\_\_\_\_\_ **ACTIVITIES:** I hereby grant permission for my child to use all playground equipment and participate in all the activities of the School. To my knowledge my child has no physical limitations or impairments.



Landmark Christian Preschool  
3338 Diamond Canyon Road  
Diamond Bar, CA 91765  
(909) 468-9299

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\_\_\_\_ **PHOTOGRAPHS AND VIDEOTAPING:** In the course of school activities, LANDMARK CHRISTIAN PRESCHOOL will take pictures of or videotape your child that may be used for our website and social media pages. LANDMARK CHRISTIAN PRESCHOOL respects the privacy of students and their families. If you prefer that your child *not be photographed*, please submit a letter to school indicating that you **do not grant permission**. No action is need if you grant permission for your child to be photographed for school media.

\_\_\_\_ **WITHDRAWAL FROM PROGRAM:** I understand my child is enrolled for the entire school year (August 12, 2024 through May 30, 2025) and that a **two (2) week** prior notice (in writing) or two (2) weeks tuition is payable upon the child's withdrawal from the program. Two weeks notice begins from the time the written notice is received by the **School office**.

## SECTION 3: HOLIDAYS, ABSENCES AND CLOSINGS

\_\_\_\_ **EVENTS CALENDAR:** I understand that the *2024-2025 Events Calendar*, including holidays and days the School will be closed, has been made available to me through the School website and I may access it at any time.

\_\_\_\_ **ABSENCES, VACATIONS, CLOSINGS:** I understand that **no credit** will be given for days missed due to illness, holidays, vacations, or days the School is closed.

## SECTION 4: STATE LICENSING AND OUR POLICIES

\_\_\_\_ **INSUFFICIENT INFORMATION:** I understand that the School will not be responsible for anything that may happen as a result of false or insufficient information given at the time of enrollment

\_\_\_\_ **PARENT HANDBOOK:** I understand that the **Parent Handbook** has been made available to me through the School website and I may access it at any time. I have read and understand its contents and policies and agree to adhere to them.

\_\_\_\_ **ALL POLICIES & STATE REGULATIONS:** I understand that the above policies are not an all-inclusive list of policies, and that my child, my family members, authorized individuals and I are bound by state child care regulations, the Parent Handbook, and all other company policies, which may be modified at any time, without notice. I also understand that the child care regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment constitutes my acknowledgement of, and agreement to abide by, all Policies and state regulations.

**These policies have been reviewed with me by LANDMARK CHRISTIAN PRESCHOOL staff. I understand and will comply with the policies included in the Enrollment Agreement and Parent Handbook. The policies in this contract will supersede all other previous documents.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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



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