



C.A.S.T.L.E. Preschool, Facility #49 3005602
A Program of the Sebastopol Union School District
7601 Huntley Street, Sebastopol, CA 95472
Phone: (707) 829-4579 Fax: (707) 829-7403

ADMISSION AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

This is to verify that I have received a copy of the enrollment forms and the Parent Handbook which contains important policies, procedures, and rules by which our Preschool operates. I will read all the information and abide by it.

1. We are a preschool/childcare center serving children ages three and four until they begin Kindergarten.
2. The center opens at 8:00 a.m. and closes at 5:30 p.m. Hours can be extended with prior arrangement. Should I be late in picking up my child, I will be responsible to pay late fees in the amount of \$5.00 for every quarter hour (or fraction thereof) after 5:30 p.m. My account will be directly billed for the late fee. I understand that this fee is a penalty and does not constitute agreement to provide after hours service.
3. CASTLE Preschool/Child Care provides a safe, nurturing, and stimulating environment. Your child's developmental level is assessed by the staff and will be shared with you. A conference will be held once a year but also may be requested by a parent or staff member at any time to address concerns about your child.
4. We offer a morning and afternoon nutritious snack that follows state guidelines. Parents of children staying for extended day will need to furnish a nutritional lunch each day.
5. Medication can only be given if accompanied by a Medical Authorization form, signed by a physician. Medication must be in its original container. "Over the counter" medicine will only be administered with your written permission.
6. There is a twenty five dollar (\$25.00) non-refundable registration fee and a fifty dollar (\$50.00) non-refundable materials fee payable at the time of registration.
7. Tuition is the same every month and is to be paid in full for the scheduled period of attendance regardless of holidays, illness, or personal absences, unless as noted in the handbook.
8. Tuition payments are due in advance on the fifth of the month. If tuition is not received by the fifteenth (15th) of the month, a late fee of \$15.00 will be charged. If the account is over 30 days late, the child will not be permitted to attend preschool until the account is brought current, unless arrangements have been made with the director.
9. A returned check will incur a fifteen dollar (\$15.00) service charge.
10. The center is closed on the following holidays: New Year's Eve and Day, Martin Luther King Jr. Day, Lincoln's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving (3 days), Christmas Eve and Day. We are also closed for 3-4 staff development days and the beginning of summer and the beginning of the school year.

11. I understand I am required to give two weeks written notice when my child will be on vacation. Tuition is pro-rated only when vacation lasts at least a calendar week up to a maximum of two weeks.
12. I understand I am to give two weeks written notice of my intention to terminate my child's enrollment or be required to pay for this time regardless of attendance.
13. I understand I am to give two weeks written notice to change my child's schedule.
14. I understand I am required to sign my child in and out on a daily basis.
15. In order for a child to be picked up by anyone other than those persons indicated on the emergency form, the center will need a signed note from the parent/guardian or phone confirmation. In addition, the person designated to pick up the child may need to show a valid California driver's license before the child will be released.
16. Each child will have a daily rest time in the afternoon. A mat is provided. If your child stays for rest time, please provide a small blanket and crib sheet for your child. The blanket and sheet will need to go home on Friday for laundering.
17. Please provide an extra change of clothes (properly labeled) for your child.
18. Cubbies will be provided for children for personal belongings.
19. The preschool does not provide transportation. You will need to transport your child and walk him/her to the door of the preschool.
20. Each child will have a health assessment upon arrival at school to reduce the spread of illness and to protect the health of all the children. If a child becomes ill at school, a parent will be called.
21. The parents understand that they have the right to visit and observe the school anytime their child is in our care and have received a copy of parents rights form LIC 995-Section 101218.1 (b).
22. Parents understand that children have rights and have received a copy of the Personal Rights form LIC 613A – Section 101223.
23. The school reserves the right at all times to discontinue child care service, for the reasons listed on page 15 of the Parent Handbook at our sole discretion.
24. Inspection authority by Community Care Licensing: Section 101200 (b) (c). The licensing agency shall have the authority to interview clients, including children or staff, and to inspect and audit the child's or facility's records without prior consent. The licensing agency shall have the authority to observe the physical conditions of the child, including conditions that could indicate abuse, neglect, or inappropriate placement.
25. Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Call or write: Community Care Licensing, 101 Golf Course Drive, Suit A 230, Rohnert Park, CA 94928.

I, undersigned, hereby agree to the conditions of this Admissions Agreement. I understand that my child may not attend preschool until I have completed the CASTLE preschool Enrollment Form, the Monthly Fee schedule, the Parent Authorization for Medical Treatment, and licensing forms including: Notification of Parents' Rights, Personal Rights, Child's Preadmission Health History, and a Physician's Report including immunization records.

Parent's Signature

Date

Director's Initial