



HOLY ANGELS PRESCHOOL

20 Reiner Street, Colma, CA 94014 * Phone (650) 303-1478

Fax: (650) 755-0258 * Website: www.holyangelspreschool.org

Admission Agreement 2023-2024

Child's Name: _____

Program: Please select one of the following:

- 5 full school days Mon. - Fri. 8am to 3pm Initial _____
- 5 half school days Mon. - Fri. 8am to 12pm Initial _____

Policies

Tuition

All tuition and other fees will be collected through the FACTS Tuition Management System. All families are required to establish their own account so fees will be automatically withdrawn. Please type the following link to set up your account: <https://online.factsmgt.com/signin/49D8D>

Tuition is due either on the 5th or 20th of every month, based on your preference when you register with FACTS. Tuition will be charged from August through May (10 months). You have the option of paying your tuition in full at the beginning of the school year if you choose. Tuition fees for the current year can be found on the preschool website.

Holy Angels Preschool reserves the right to terminate a child's enrollment due to non-payment of tuition or fees with no refund given.

Withdrawals

If withdrawal occurs during the school year, a written notice must be given to the director 30 days before enrollment terminates. If less than 30 days is given, the

entire tuition will be required for that month. Tuition must be current upon student's departure from the program.

Refund Policy

Application fees are considered non-refundable. Registration fees are considered non-refundable after intent of enrollment and payment have been made. Exceptions are at the discretion of the director for specific reasons. A service fee of 50% will be deducted from any approved refunds.

Grievances

If at any time you have any concerns or complaints regarding our program, you may use the following guidelines in addressing your needs.

- Contact the director or site supervisor; a time will be made available to listen and discuss your concerns.
- If you feel you have not received a fair or an acceptable response to your concerns, you may contact the pastor of Holy Angels Church.

It is our hope that open communication will always be in place between ourselves and the parents of our program. We always have an "open door policy", especially when it concerns our students, families, or staff. We are here working with you as partners in creating a special learning, playful, and safe experience for your child.

Leave of Absence

Families of children out of school for extended periods of time must either continue to pay tuition during the student's absence to secure his or her current enrollment status, or give up the student's enrollment altogether. We will enroll any eligible child from our waiting list into your child's class at that time. If you decide to re-enroll, you must wait until a space is available, and you will again be responsible for all application and registration fees.

Daily Sign-in/Sign-out Procedures

Please read the following procedures very carefully, as the safety of your child is our top priority.

Please bring your child to class at the appointed time and sign them in. You must sign your FULL name and indicate the time when signing in and out each day, (initials are not allowed by state licensing). There is a sign in/out table located inside the classroom where you will find the daily sign in/out sheet for you to use.

Please note that for the 2023 - 2024 school year, there is a sign in/out table located at the entrance of the preschool on 20 Reiner Street. The sign in sheet will be located 6 feet away from the entrance of preschool for safety measures of social distancing.

Parents will not be allowed beyond the point of the sign-in table. Only the student will be allowed to enter the preschool building. If anyone other than a parent will be picking up your child, they must be listed on the child's emergency card. Full and Half Day Classes: The Preschool will be open at 8:00am and dismissed at 3:00pm for a full day, and 12:00pm for the half day students. Students will not be dismissed from the classroom until the parent or another authorized person from the child's emergency card arrives at the door.

Preschool Pick Up/Drop Off:

- If you have any questions or concerns, please set up an appointment to meet with a teacher outside of class time, when the teacher can give their full attention to your needs or concerns. It is important that the teachers give their full attention to the students during drop off in the morning and dismissal in the afternoon.
- Please be advised that the preschool is a closed campus, under liability. For safety reasons, we cannot have the campus used for recreational purposes. Therefore, once you have signed out your child, we request that you vacate the premises in a timely manner.
- Late pick up: A fee of \$1 per minute will be charged if you pick up your child after 6:00pm without notification. You must call the preschool if you will be late in picking up your child.

Please note that for the 2023 - 2024 school year, a fee of \$1 per minute will be charged if your child is picked up after 3:30pm without prior notification.

- Please note that no pets are allowed on school campus for drop off or pick up.

Modification Conditions:

This agreement is valid for the 2023-2024 school year. If this agreement must be modified by either party during this year, a new agreement is required.

Right of the Licensing Agency:

Chapter 1 Regulation 101200, states "the department has authority to interview children or staff and to inspect and audit child or child care records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The department has The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12, the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."

I _____ accept and understand the policies on this Admission Agreement for my child to attend Holy Angels Preschool for the 2023-2024 school year.

Parent/Guardian Signature

Date