

**Preschool on the Hill (First Baptist Preschool)**  
**5500 Alessandro Blvd.**  
**Riverside, CA 92506**  
**Phone: (951) 683-4803**

## **ADMISSION AGREEMENT 2022-2023 SCHOOL YEAR**

This admission agreement is entered into on (Date) \_\_\_\_\_, between Preschool on the Hill (First Baptist Preschool) and (Your Name) \_\_\_\_\_.

### **1.0 BASIC SERVICES**

#### **1.1 SERVICES TO BE PROVIDED:** We agree to provide the following services for your child

a) We will provide non-medical care.

b) We will maintain a set of rules for the protection of children participating in our program.

**RELEASE OF CHILD:** Parent will provide a list of individuals authorized by Parent to pick up Child from our school ("Authorized Representatives").

Parent agrees to notify us in advance each day if anyone other than Parent/Authorized Representative will pick up Child from our school on such day. Parent understands that Child will NOT be released to ANY individual for whom we have not received prior authorization from Parent. **DROP OFF:** Parent understands that School is open to receive the child no earlier than 7:00am.

**SIGN IN/ SIGN OUT:** Parent agrees that each day Parent shall not leave Child at School unless and until on such day Parent/ Authorized Representative has both (i) made personal contact with a member of School Staff, and (ii) signed Child into School's program. The "Time In" will be written on the sign-in/ sign-out sheet. An emergency telephone number where Parent/ Authorized Representative can be reached during the hours Child will be on school campus that day will be written on the sign-in sheet in case the Parent/Authorized Representative is needed by school personell. The school day ends at 12 noon for all morning classes, unless Child is staying for Time For Fun, which ends at precisely at 2:30pm or is enrolled in the Full Day Program, which ends at precisely 5:30pm. The "Time Out" and Parent/ Authorized Representative's signature is also required at the end of the school day.

**CHANGE OF ADDRESS OR TELEPHONE NUMBER:** Parent agrees to provide immediate oral notice (by telephone or in person), followed by written confirmation of any change of address or of Parent's home, cell or work telephone number.

c) School will provide supervision of Child's schedule and activities at School.

**BASIC SERVICES SCHEDULE:** The School will provide the Basic Services each

month according to the following schedule ("Child's Schedule"): Preschool on the Hill (First Baptist Preschool) is a "half day" school with extended care options to Parent, which shall mean one of the following, as indicated (please mark Program chosen):

- \_\_\_\_\_ *Half Day: Monday, Wednesday, Friday (3 Day), 9am to 12 pm*  
includes time for one snack (provided by Parent)
- \_\_\_\_\_ *Half Day: Tuesday, Thursday (2 Day), 9am to 12 noon, includes time*  
for one snack (provided by Parent)
- \_\_\_\_\_ *Half Day: Monday, Tuesday, Wednesday, Thursday, Friday, (5 Day),*  
9am to 12 noon, includes time for one snack (provided by Parent)
- \_\_\_\_\_ *Full Day: Monday, Wednesday, Friday, (3 Day), 7am to 5:30pm,*  
includes time for two snacks (provided by Parent), time for lunch (provided by  
Parent), a rest period/ nap time
- \_\_\_\_\_ *Full Day: Tuesday, Thursday (2 Day), 7am to 5:30pm, includes time*  
for two snacks (provided by Parent), time for lunch (provided by Parent), a rest  
period/ nap time
- \_\_\_\_\_ *Full Day: Monday, Tuesday, Wednesday, Thursday, Friday (5 Day)*  
7am to 5:30pm, includes time for two snacks (provided by Parent), time for lunch  
(provided by Parent), and a rest period/ nap time

**HOLIDAY SCHEDULE:** The School generally follows the Riverside Unified School District's Holiday schedule and will provide the Parent with a copy of the Preschool on the Hill (First Baptist Preschool) Calendar. Any change in the regular schedule will be posted on the classroom parent bulletin board or receive a written notice. Parent will not receive a refund of or a credit against the Yearly Tuition Fee (or monthly payment) for such days.

**ISOLATED CARE:** School will provide Isolated Care for Child in the event Child becomes ill at School. However, Parent will be notified by School by telephone when Child becomes ill and Parent shall have Child removed from School within 1 hour of such notice. For purposes of this agreement, "Isolated Care" means care in an area at School that affords easy supervision by School's staff, which is equipped with a mat, and which is not located in the kitchen or in the general use toilet area.

**1.2 SERVICES NOT TO BE PROVIDED:** School will not provide the following services for your child:

- a) Assistance with taking medication;
- b) Monitoring food intake or special diets. School will encourage Child to eat the snack/lunch (protein food group first is encouraged and the rest of the lunch

follows, but School depends on Parent to provide healthy food Child likes to eat and in appropriate amounts).

## 2.0 OPTIONAL SERVICES

2.1 TIME FOR FUN: Time For Fun (TFF) may be available for an extra fee to Half Day Students on Monday, Tuesday, Wednesday and/or Thursday afternoons (Fridays may be added based on enrollment), from 12noon until 2:30pm. Days offered will be determined by the need for the service. Sign up in advance to ensure availability.

- a) TFF is an extended play time for Child and is not intended to be "Day Care".
- b) Parent will provide a healthy, well balanced lunch and drink for Child.
- c) Sign-in: Parent/ Authorized Representative will print "TFF" in appropriate column on sign in/ sign out sheet.
- d) Sign-out. Parent/ Authorized Representative will sign out at the assigned classroom, then collect the Child.
- e) Parent/ Authorized Representative must pick up Child by or before 2:30pm, or late fee of \$1.00 per minute will be applied.
- f) There is no TFF the first week of school or the last week of school.

2.2 EARLY BIRD DROP OFF: Early Bird drop off (EB) is available for an extra fee Monday through Friday from 7:00am to 8:50am in Room 303 (room is subject to change) on a permanent or drop-in basis. No advance sign-up is required.

## 3.0 PAYMENT PROVISIONS

3.1 BASIC RATES: Parent shall pay to School a yearly Annual Tuition. 5% discount if paid in full by September 1st. Ten (10) monthly payments optional for the Basic Services. School rates for such services are as follows:

a) FIRST PAYMENT DUE AUGUST 1ST - LAST PAYMENT DUE MAY 1ST

Two days per week, Half Day	\$2,250.00 per year	10 payments of \$225.00
Three days per week, Half Day	\$2,950.00 per year	10 payments of \$295.00
Five days per week, Half Day	\$4,150.00 per year	10 payments of \$415.00
Two days per week, Full Day	\$4,100.00 per year	10 payments of \$410.00
Three days per week, Full Day	\$5,600.00 per year	10 payments of \$560.00
Five days per week, Full Day	\$7,800.00 per year	10 payments of \$780.00

\*A 10% Tuition discount applied for the second Child in the family concurrently enrolled.

b) MID SCHOOL YEAR START: In addition to the Registration Fee, **first payment is to be made upon starting, last payment is due May 1st.**

3.2 OPTIONAL SERVICE RATES: Parents agree to pay to School the following fees for optional services as provided to Child by School pursuant to Section 2.0 of this

agreement.

\$10.00 per Time For Fun (TFF)--\$8.00 second Child in the family concurrently enrolled  
\$5.00 per Early Bird drop off (EB) per Child, per hour or any portion of the hour.

- 3.3 REGISTRATION FEE: Parent shall pay to School a *nonrefundable* annual Registration Fee of \$135.00 on the registration day and thereafter on the registration day each year in which Child is enrolled in School's program.
- 3.4 PAYMENT DUE DATE: A full payment and any additional fees incurred in the previous month are due on the FIRST CALENDAR DAY OF THE MONTH in which the Basic Services are to be provided. A late fee of \$20.00 may be applied to the account if not paid by said due date.
- 3.5 DISCOUNT OPTIONS: If the annual fee is paid in full by September 1st of the school year, a discount of 5% will be applied. If the Annual Tuition Fee is paid in full in two payments (first payment received by September 1st, second payment received by January 31st of the School Year) then a discount of 3% will be applied.
- 3.6 MISSING TUITION PAYMENTS: Any delays in payments should be addressed with the Assistant Director or the Director. Late or missing Tuition payments will incur a late fee of \$20.00. If two payments of tuition are missed, Child will not be permitted to attend School. School will hold Child's place in class for 10 school days, and if no payments are received or payments schedule is arranged with the director, then enrollment will be terminated.
- 3.7 METHOD OF PAYMENT: Payment to School may be made by cash, credit card, check or money order payable to Preschool on the Hill. Credit card payments may be made online by sending a request via email to the Assistant Director at [preschool@thehillriverside.org](mailto:preschool@thehillriverside.org). \*If any Payment is returned unpaid, Parent shall pay School the bank service fee, in addition to other amounts due, and thereafter the School reserves the right to have Parent make Payments by cash or money order.
- 3.8 LATE PICK-UP FEE: Each day Child is picked up at school LATER than the scheduled pick-up time, as provided in Section 2.1 of this agreement, Parent shall pay a fee of \$1.00 per minute. Parent shall pay School the Late Pick-Up Fee on the day the Fee is assessed against Parent or the next school session unless other provision is made with the Director. Consistent late pick-ups will result in refusal of School to provide this service to Child.
- 3.9 LATE FEE FOR TARDY RETURN OF ENROLLMENT FORMS PACKET: Completed Enrollment Packet is due no later than July 15, 2022. Late fee is \$20.00, due when the packet is returned. Physician's Report MUST be included on that day.

- 3.10 ABSENCE POLICY: Parent shall pay a full Payment to School for each month Child is enrolled in School's program, regardless of whether Child is absent for any reason, including but not limited to illness or vacation. Parent will notify School when Child will be absent, especially due to illness.
- 4.0 RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN: Parent understands and acknowledges that School is a licensed Preschool 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 preschool, to inspect and audit children's records; to observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examinations of children.
- 5.0 WITHDRAWAL BY PARENT: Parent may withdraw Child from School's program at any time; provided, however, that Parent shall notify School in writing two (2) weeks in advance of withdrawing child from School's program. If the Parent withdraws Child in the middle of the month, provided that Parent provides School two weeks prior notice of such withdrawal, School will refund any unused portion of tuition paid for such month.
- 6.0 SUSPENSION/ TERMINATION CONDITIONS:
- 6.1 IMMEDIATE: School may suspend child's enrollment in School's program effective immediately upon written notice to Parent of such suspension, if the following condition arises:
- In the sole judgment of School's Director, Child's behavior threatens the physical or mental health of well-being of one or more of the other children or staff at School.
- 6.2 TWO-WEEKS NOTICE: School may terminate Child's enrollment in School's program effective upon two-weeks notice to Parent of such suspension, if the following condition arises:
- a) Any on the conditions listed under Section 6.1 above, provided that School has not exercised its right to terminate Child's enrollment immediately;
  - b) In the judgement of School's Director/ School Committee, School's Program does not meet the developmental or special needs of Child;
  - c) Parent fails to abide by any other terms of this Agreement and/ or School's Parent Handbook.

If School terminates Child's enrollment in School's program pursuant to the Section 6.2, School will refund a portion of the Tuition Payment paid by Parent in advance for that payment, prorated on a daily basis for the remainder of such month.

- 7.0 MODIFICATION: Parent understands and acknowledges that, under California law, School may modify this Agreement whenever circumstances covered in this Agreement change, provided that any such modification shall be in writing and shall be signed and dated by Parent and School, and provided further that:
- a) If School's rates or fees are changed by School, School agrees to provide written notice to Parent thirty (30) days prior to implementing any change to such rate or fees.
- 8.0 PARENT'S ADDITIONAL RESPONSIBILITIES AND OBLIGATIONS:
- 8.1 CERTIFICATION THAT ALL INFORMATION IS CORRECT: The attachments listed below form a part of this Agreement. Parent certifies that s/he had read and agrees to notify School immediately in writing of any changes in the information supplied on the forms listed below. These FORMS will be RETURNED NO LATER than July 15, 2022.
- 8.2 MEDICAL ASSESSMENT: Parent agrees to provide to School's Director a written medical assessment of child in a form provided by School or in a form approved by School, performed by or under the supervision of a licensed physician by July 15, 2022 and if starting school after Fall starting date, no later than 14 days after the enrollment date. The TB Risk Factor Box at the bottom of the form should be evaluated and checked by the physician.
- 8.3 IMMUNIZATION RECORDS: Parent will provide YELLOW CALIFORNIA IMMUNIZATION RECORD of Child to the Director PRIOR to admission at School. This record shall verify that Child has received 3 Polio, 4 DTP, 1 MMR on or before 1st birthday, 1 Varicella (Chickenpox), 3 HEP B and 1 HIB vaccine.
- 8.4 NECESSARIES: Parent agrees to provide School with a change of clothes for Child, in a gallon sized bag labeled with Child's name.
- 8.5 EARTHQUAKE/ DISASTER KIT: Parent agrees to provide an Earthquake/ Disaster kit as requested and described in Enrollment papers. This kit may be picked up on the last day of school. Any left over kits will be discarded at the end of the last week of school. \*This kit is not to be used as a snack replacement, and will remain in a location on the School campus designated for emergencies.
- 8.6 CENTER VISITS:
- a) Parent acknowledges that, while California law affords the Parents the right to visit School without advance notice, such visits may disrupt School/ Child's schedule when they occur at a time other than the scheduled Drop-Off or Pick-Up time. Parents should check with either the Teacher or the Director when planning to stay on campus during the school session. Additionally, for the safety and well-being of Students, Staff and Visitors, School shall monitor all Visitors on School campus. School shall maintain a count of the number of Visitors on School campus each day. Therefore,

Parent agrees to sign-in in the "Visitor's Log" at the School Office and wear a "Visitor" badge while they are on the campus at any time other than the scheduled Drop-Off or Pick-Up time. Parent also agrees to sign-out in the "Visitor Log" and return "Visitor" badge at the end of each visit.

- b) \*California State Law requires volunteers on School campus to be fingerprinted through LiveScan. The School is also required to have on file documentation of TB test, Measles vaccination, Whooping Cough vaccination, and annual Flu vaccination.
  - c) For the safety and well-being of each and every Child on campus, Parent/ Visitor may not discipline, correct, or interfere with the teachings of any Student at any time. The Director or Teacher may ask the Visitor to leave the classroom/ campus at any time. Rules for volunteering in the classroom are available for review at any time.
9. TERM: This agreement shall be in effect until Child is withdrawn from School's program by Parent or unless terminated sooner in accordance with the provisions of this agreement.
10. ENTIRE AGREEMENT: This Agreement, together with the Admission forms and School's Parent Handbook, incorporated herein by this reference, contains the entire agreement and understanding between the parties as the subject matter hereof.
11. ASSIGNABILITY: This Agreement is binding upon and shall inure to the benefit of the School, but shall be personal to Parent. The interest of Parent hereunder may not be transferred or assigned, by operation of law or otherwise, without the written consent of School, which may be granted or withheld in the sole and absolute discretion of School.

Parent(s)/ Guardian(s)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

PRESCHOOL ON THE HILL (FIRST BAPTIST PRESCHOOL)

(School's Legal Name: FIRST BAPTIST DAY NURSERY)

SCHOOL STATE LICENSE NUMBER: 330-900-315

Signed: Heather L. Young, Director Date: 2/12/2022