

# ARCADIA PRESCHOOL ACADEMY

## ADMISSION AGREEMENT

21 W Duarte Road, Arcadia CA 91007

Arcadia Preschool Academy, Inc. agrees to provide educational instructions to \_\_\_\_\_

from \_\_\_\_\_, until further notice. The undersigned agrees to pay the amount of \$ \_\_\_\_\_ per month as per the following schedule \_\_\_\_\_.

### HOURS OF OPERATION

Hours of operation: 8:00 am – 5:00 pm

### ADMISSION

Students are admitted for a 10-month academic school year: August 1<sup>st</sup> – May 31<sup>st</sup>. Accommodation is for children aged 2 to 4 years. Toilet training is not a prerequisite for student admission.

### STATE AND SCHOOL REQUIRED FORMS

Registration Form (LIC 100)	Physician's Report (LIC 701)
Admissions Form (LIC 101)	Consent for Medical Treatment (LIC 627)
Child's Preadmission Health History (LIC 702)	Personal Rights (LIC 613A)
Identification & Emergency Information (LIC 700)	Notification of Parents' Rights (LIC 995)

### FINANCIAL OBLIGATIONS

- Payment for tuition is expected within **5 business days** from the start of each month. A late fee of **\$35.00** will apply to payments received after this grace period. Parents will bear any legal and associated expenses incurred in the collection of overdue payments. Monthly invoices will not be provided; an annual invoice will be issued at the end of the year.
- Tuition is calculated for the 10-month academic school year (August – May) and does not depend on actual attendance. Tuition credit or refund will not be granted for absences, personal or school vacations, legal holidays, or spring break during the academic year school year.
- Permanent withdrawal of a student from Arcadia Preschool Academy will require 30-day advance written notice or half-month security deposit if the withdrawal is during the academic school year (August – May).
- Upon enrollment, a **\$150.00** one-time, non-refundable registration fee, a **\$250.00** non-refundable annual material fee and half-month tuition security deposit is due.
- The school retains the authority to adjust tuition and any associated fees, providing a notification period of 30 days. Consistent nonpayment for two consecutive months, failure to settle late fees, or non-compliance with school regulations may lead to termination of enrollment.

## ATTENDANCE

Students are expected to arrive to school between 8:00 am and no later than 8:30 am. If, within a one-month timeframe, students are dropped off after 9:00 am for a total of 3 days without a doctor's note, the child may face termination with one week's notice. It is the responsibility of parents to promptly notify the school of any student absences.

## DRESS CODE

Students are expected to wear suitable and comfortable attire, along with appropriate footwear. **Sandals, flip-flops, and open-toe shoes are not permitted on school premises.** It is also mandatory for dresses and skirts to be worn with shorts underneath.

## LUNCH AND SNACK

Our school offers snacks twice a day, in the morning and afternoon. These snacks include crackers, seasonal fruits, vegetables, and other nutritious foods. Families are asked to provide lunch for their children. **Students are strictly prohibited from bringing any nut-based or nut-containing foods to school.**

## SCHOOL VACATIONS

The school is closed for 2 weeks in December for Winter Break and 1 week in March or April for Spring Break. One day in July is closed for Staff Development Day. Please refer to the school calendar for details.

## OBSERVED HOLIDAYS

The following holidays are observed by the school: Martin Luther King Jr., Presidents Day, Memorial Day, Independence Day, Thanksgiving, Veterans Day, Juneteenth, and Labor Day. The school will be closed during these holidays.

## LATE DROP OFF & LATE PICK UP

It is important for arrival and dismissal times to be closely followed. Being on time is very important for your child. Children who arrive late to school tend to feel uncomfortable. Children arriving to school on time meet with friends before their daily work cycle begins, which creates a comfortable environment to begin their day. Parents are kindly asked to say their good-byes outside of the classroom to prevent any disruption in the classroom.

Students must be in school by 8:30 am. Late drop-off charges will be due the following day; \$1.00 per minute.

The school closes at 5:00 pm. Every child picked up late will be charged a late fee of \$1.00 per minute. It is payable to the staff member who is waiting with your child in cash. No checks will be accepted.

## PICTURES AND VIDEOS

Parents/Guardians taking photographs or recording videos of students is not permitted on school grounds. The school camera is used to take photos and videos for projects, activities, or visual aids in the classroom that is shared with parents. The photos and videos are shared on our social media page. Please indicate if you give permission for your child's photos and videos to be posted on our social media page.

- Yes, I give permission for photos and videos of my child to be shared on the schools' social media page.
- No, I do not give permission for photos and videos of my child to be shared on the schools' social media page.

## EMERGENCY MEDICAL CARE

In case of a medical emergency, all necessary actions will be taken to ensure the student's well-being if prompt contact cannot be established with a parent, guardian, or doctor. Every effort will be made to immediately inform parents in the event of an emergency. It is crucial to keep the school informed of up-to-date phone numbers and contact information. Written instructions and authorization from a doctor, parent, or guardian are mandatory for medication administration and medication will not be administered without such documentation. Students must remain free of fever, diarrhea or vomiting for at least 24 hours before returning to school. If a student has a fever exceeding 100.4 °F, they will be sent home. Parents will have a one-hour window to pick up their child from school after being notified of illness. Students with head lice must stay home until they are completely lice-free, certified by a doctor's note.

## INSURANCE

The school has a preschool accident policy. The purpose of this policy is to supplement any existing coverage that may be held by the parents and is not to be used in lieu of such coverage.

## SAFETY

All students must be accompanied by an adult aged 18 years and older when entering and exiting the school premises. According to legal requirements, adults dropping off and picking up students must record their full legal name when signing-in and signing-out. Failure to do so may result in a daily charge of \$10.00.

## OTHER REQUIREMENTS

The school enforces a strict "**NO TOY FROM HOME**" policy, and any toys brought to school will be taken away. Parents are required to supply bedding for their children, and it is the parents' responsibility to ensure that bedding and materials are regularly cleaned and maintained in a sanitary condition on a weekly basis. Additionally, parents must provide an extra set of clothes, diapers, and wipes, as needed.

## TERMINATION

All students are subject to a **3-month probationary period**. During this initial 3-month period, a student may be dismissed with one week's notice. After the probationary period, if the administrator or director determines that the school lacks the necessary resources to address behavioral or medical concerns, a student may be dismissed with one month's notice. A student will face termination from the school if they engage in biting or harming other students on more than one occasion. This termination policy also extends to parents who fail to adhere to school rules and regulations.

## COMMUNITY CARE LICENSING REPRESENTATIVES HAVE THE RIGHT TO INTERVIEW STUDENTS AND VIEW THEIR RECORDS AT ANY TIME

I have read the above school policy and understand my rights, obligations and agree to abide by them. I have also received a copy of the school policy for my files.

Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address