

**OUR LADY OF VICTORY PRESCHOOL
ADMISSION AGREEMENT & AGREEMENT TO ABIDE
2008-2009**

Child's Name _____

1. Basic Service Offered

Preschool: Our Lady of Victory provides a healthy, stimulating Christian environment for ambulatory children three (toilet trained) through five years old. The preschool is open from 8:00 am to 6:00 p.m. Monday through Friday, following the yearly preschool calendar. Extended Care is available before school from 7:00 a.m. – 7:40 a.m. for an additional fee. Students arriving between 7:40 a.m. and 8:00 a.m. will not be charged additional fees. Preschool core curriculum is scheduled for 8:15 a.m. – 11:15 a.m. with enrichment activities in the afternoon. See "Available Optional Services" below.

Food Service: Our Lady of Victory School provides a mid morning snack and an afternoon snack for those enrolled in the extended care program. The school contracts with a hot lunch provider. Menus are published on a monthly basis. Parents have the option to purchase lunch at the school or send a nutritional lunch from home. *Please no fast food.

Parent Education: Parent Conferences are scheduled annually and upon request. A weekly preschool newsletter will keep parents informed of upcoming activities. A Weekly newsletter from the school's administrator will keep parents informed of upcoming activities and school wide events. Additional child development articles are posted on the Preschool Parent bulletin inside the main entrance of the preschool.

2. Available Optional Services

Enrichment Day Learning is available if needed. Please review "Rates" on page 2 of this document for rates and times. Hot lunch is available as described above.

3. Payment Provisions

Each family shall complete a "Financial Contract." Each family shall pay tuition through the S.M.A.R.T. Co., a tuition management firm. Automatic deduction, once a month, is the method for payment. Parents may choose To have a deduction from their account either on the 10th or the 20th of each month.

4. Modification of Agreement

Our Lady of Victory shall provide at least 30 calendar day prior written notice to the parents or authorized representative for any basic rate change.

5. Refund Conditions

The registration fee is not refundable. Pro-rated tuition and extended learning day refunds will be given only for the following reason: if you give the director a written two-week notice when dropping your child, and have already paid the month's tuition in full.

6. Licensing

The Department of Licensing Agency shall have the authority to interview children or staff and to inspect and audit child or facility records with prior consent. The licensee shall make provisions for a private interview with any child or any staff member and for the examination of all records relating to the operation of the facility. The Department of Licensing Agency shall have the authority to observe the physical condition of the child(ren) including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed professional physically examine the child(ren):

7. Termination

Reasons for termination of a child are but not limited to: Disruptive child behavior, failure to pay tuition.

8. Entrance Procedure

All interested families will meet with the Director to be apprised of the program's objectives and goals, the program's activities, discipline procedures, and parent involvement expectations. This meeting gives parents the opportunity to ask questions and the Director the opportunity to meet the child who is being enrolled. In the event the program has more interest than preschool can accommodate, then the following factors will be considered for acceptance into the program.

- A. Current active members of Our Lady of Victory Church
- B. The requested preschool schedule (enrollment plan) by the parents
- C. Current active, supportive members of Our Lady of Victory School

