

**OUR LADY OF VICTORY PRESCHOOL
ADMISSION AGREEMENT & AGREEMENT TO ABIDE
2009-2010**

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 7:30 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.

Food Service: Our Lady of Victory School provides a mid morning snack and an afternoon snack. 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.

2. Payment Provisions

Each family shall complete a "Financial Contract" prior to admission to the preschool program. Each family will be given their monthly payment amount prior to admission. For more information related to billing procedures please contact the preschool director.

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

Community Care Licensing shall have the authority to interview children or staff and to inspect and audit child or facility records without 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. Community Care Licensing 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. Siblings of children currently enrolled in Our Lady of Victory
- B. The requested preschool schedule (enrollment plan) by the parents
- C. Current Active members of Our Lady of Victory Parish
- D. Current active, supportive members of Our Lady of Victory School

Our Lady of Victory Preschool is a year round pre-school program. The preschool will fill all vacancies on a first come basis. In the event we are full, children will be placed on a waiting list.

Invoices will be sent home during the first week of each month, the responsible person listed on the financial contract are responsible for payment by the 5th of the month. For more information see the preschool director.

Uniform:

Our Lady of Victory preschool requires children to wear the preschool logo t-shirt, this is available through the preschool director. The cost is approximately \$15.00 per t-shirt. Children may also wear the red or white polo with the school logo available from Dennis Uniform.

Important Information:

The preschool is licensed through Community Care Licensing which is a State of Ca agency. It is CA state law that a child is physically brought into the classroom and signed in with a legible printed name below the signature. Anyone who signs a child in or out must be on the emergency card and must be at least 18 years of age.

I have read the above Agreement and understand its content. I also have received a copy of the Our Lady of Victory Preschool Handbook/Policies and agree to comply with all the rules and stipulations stated.

Parent/Guardian Signature

Date

Print Name

Director

Date