



Admission Agreement

In accordance with State of California regulations, this agreement must be read and signed before child is admitted to Cottage Preschool

This is an agreement between Cottage Preschool and _____ (parent) for _____ (child)

PURPOSE STATEMENT: To provide young children with a warm, loving atmosphere where each child can develop a wholesome self-image.

The Classes Cottage Preschool will offer for 2022-2023 are:

DAYS	TIME	AGE (In Sept)	TUITION	DISCOUNTED TUITION
Mon-Wed	9:00-10:30	2 1/2 - 3 years	\$144/month*	\$139/month**
Mon-Wed-Fri	10:45-1:30	Pre-kindergarten	\$349/month*	\$344/month**
Tues-Thurs	9:00-11:00	3-3 1/2 years	\$194/month*	\$189/month**
Tues-Thurs	11:15-1:45	Pre-kindergarten	\$229/month*	\$224/month**

Tuition payment is due the first class day of each month (September-June)

* Some months of the school year are "worth" more than others. For simplicity in bookkeeping the tuition is divided into 10 equal payments. The last month's (June 2023) installment is paid at the time of registration.

** In appreciation to those of you who pay your tuition on time, we offer a special discount. When tuition is paid on or before the 7th of the month, you may take a \$5.00 discount for that month. The tuition may be reduced an additional 5% by paying the ENTIRE year's tuition by September 7th.

Your monthly tuition is \$ _____

Families with more than one child in Cottage Preschool may discount the lower tuition by 10%.

Refunds generally are not given. If a special circumstance arises (i.e.: moving out of the area) final payment may be returned.

Late fees of 1.5% of monthly tuition may be incurred if payment is made beyond the 21st of the month.

Returned Checks will incur a fee of \$25.00

Delinquent tuition payments of 30 days may jeopardize your child's enrollment.

Registration begins Monday January 10th for the following school year 2022-2023. Students registered on that day are placed in classes in the following priority: current students, siblings of students, and new families. There are no restrictions of admission on the basis of race, sex, color or national origin.

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RIGHTS OF THE LICENSING AGENCY (Section 101200 b & c)

The Department or Licensing Agency 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 private interviews with any children or staff member; and for the examination of all records relating to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

DISMISSAL POLICY:

When problems develop to the extent that they become extreme, the following steps shall be taken leading to possible dismissal from school.

1. Teachers will alert parents of problems if they develop.
2. Teacher communication to the parent can include verbal and/or written notice, if necessary. Grounds for dismissal shall include, but are not limited to:
 - a. An inability of the staff to meet the needs of the child or other children in the class.
 - b. The child is hindering the well being of other children in the school (physical/excessive verbal abuse)
 - c. An inability of the child to determine cause and effect and cooperate (i.e. will not follow school rules).
3. Class staff and director should reach a consensus agreement regarding dismissal. Steps at this time shall include:
 - a. A written notification to parent stating the problem(s) and the length of the probationary period, which will not be less than two weeks and nor longer than one month.
 - b. The requirements during a probationary period will be determined by staff. Parents will be informed of the requirements in writing.
4. Eventual dismissal.

Do not separate Registration Form from Terms of agreement

Registration Form

Please complete the registration form. Bring the entire form with you when you register your child. By signing and dating it, you indicate that you have read, and understand the contract agreement regarding registration/tuition payment, the admission policy of Cottage Preschool and the rights of the licensing agency

Child's Name _____ **Birth Date** _____

Address _____

City _____ **Zip Code** _____

Father's Name _____ **Mother's Name** _____

Phone Number _____ **E Mail** _____

Class Desired _____

Ok to post pictures of my child on Cottage website: _____ **Yes** _____ **No**

I am paying _____ of the registration fee now. The registration fee is the last month's installment. I understand that my registration fee is non-refundable and due at registration (or June 1 for present Cottage Preschool families). The registration fee will be refunded if the class is canceled for lack of enrollment.

Parent's Signature _____ **Date** _____

Director's Signature _____ **Date** _____