Gateway Preschool Admission Agreement

Welcome

Gateway Preschool is a privately owned outreach program of Gateway Church of Visalia. We welcome all children regardless of race, creed or national origin. Our purpose is to provide a caring, nurturing and safe place for children between the ages of three through pre-Kindergarten. Our multi-age classroom provides your child with unique learning opportunities. Emphasis is on enjoying the environment, indoors and outdoors, through play experiences and Christian curriculum will be incorporated daily into the preschool routine. Age appropriate experiences enable the children to grow emotionally, socially, intellectually, physically and spiritually using their natural abilities, interests and temperaments to develop positive feelings about themselves and their world.

Registration

There is an annual non-refundable registration fee of $100 that must accompany the registration form. All enrollment forms must be completed and on file before a child can be enrolled. The registration application and fee is required annually. Students may enroll at any time through the year, provided space is available. When an opening becomes available, families on the waitlist will be notified according to the date of application with priority given to current children and their siblings. Children must be 2 years old by the start date and all pre-admission requirements completed along with all state forms.

Gateway Preschool offers the following options:

2 year old Half day 8:30 am - Noon

- 5 day/ week: $590/month
- 3 day/ week: $385/month
- 2 day/ week: $260/month

2 year old Full day 7:30 am - 5:30 pm

- 5 day/ week: $810/month
- 3 day/ week: $550/month
- 2 day/ week: $395/month

3-pre K Half day 8:30 am - Noon

- 5 day/ week: $525/month
- 3 day/ week: $340/month

- 2 day/ week: $240/month

3-pre K Full day 7:30 am - 5:30 pm

- 5 day/ week: $720/month
- 3 day/ week: $480/month
- 2 day/ week: $365/month

Payment and Refund Policy

The registration fee and first month's tuition payment is due at the time of enrollment. This will secure a child's placement. Tuition payment is due on the first of the month and is considered overdue after the 5th of the month. A $50.00 late fee will be added to the payment at that time.

As tuition fees are subject to change to reflect operating costs, a new tuition fee schedule is issued each year. At least 30 days' notice will be given prior to any fee changes. As each month has a different number of school days, the monthly tuition fee is based upon the total number of school days in the year divided into equal monthly payments.

There are no refunds given for days missed and hours are not interchangeable. 30 days written notice must be given for withdrawal from the school and that month's tuition will be charged. All registration fees are non-refundable. Tuition payments from the previous year must be paid in full before a child can be enrolled for the next school year.

Late Fees

The half day program ends promptly by 12:00 pm. Pick up may begin at 11:45 am. Children must be picked up by these times or a late fee will be charged. There is an additional late charge if pick up is more than 10 minutes beyond the scheduled time. For every minute past 12:10 pm, a $1.00 per minute charge will be required. Policy must be enforced to allow the teachers to help full day children transition to lunch time.

The full day program ends at 5:30 pm. Children must be picked up by this time or a late fee will be charged. There is an additional late charge if pick up is more than 5 minutes beyond the scheduled time. For every minute past 5:35 pm, a $1.00 per minute charge will be required. This policy must be enforced to allow teachers to complete the closing responsibilities before they leave.

Cancellation

We also understand that there may be outside factors that might cause the need to end your child's preschool participation. We require a 30 day written notice of intent to leave the preschool and all tuition and registration fees are forfeited.

Dismissal

The school reserves the right to dismiss a child from attendance for any reason whatsoever, including, but not limited to, health, lack of adjustment to the preschool setting, behavior that disrupts the cooperative climate of the classroom or delinquency of the tuition account. 14-day notice will be provided by Gateway Preschool if a dismissal is to occur. Reimbursement of the tuition for the remainder of that month will be returned to the family.

Rights of the Licensing Agency

The Community Care Licensing Division of the California Department of Social Services (Section 101200) has 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 child(ren) or any staff member and for the examination of all records relating to the operation of the facility. The licensing agency has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Rights of the Parent(s) or Authorized Representative(s)

Parents understand that children have rights and have received a copy of the personal Rights for (LIC 613A). Parent(s) understand that they have the right to visit and observe the school any time their child is in care and have received a copy of the Parents Rights form (LIC995). Parents understand that they have the right to call or write to the licensing agency if fault is found in the operation of the facility or treatment of their child.

Write or call:

Community Care Licensing Division

1314 E Shaw Ave

Fresno, CA 93710

Phone: (559) 243-8080

Signature

date

(Please circle appropriate response, date, sign and return)

Permission to share contact information

You may /may not share my contact information with other parents for the purpose of volunteering, play dates, parties, etc.

_____ _____

Signature date

Gateway Preschool
Admission Agreement

I/WE, the undersigned, have read and agree to the conditions of the Gateway Preschool Admission Agreement and we will be responsible for payments.

Child's name: _____

Parent name (print): _____

Parent's signature: _____ Date: _____

Parent name (print): _____

Parent's signature: _____ Date: _____

Director's signature: _____ Date: _____