

Financial Contract & Parent/Guardian Agreement for Discovery Children's Center



School Calendar Year: 2024-2025

Admission Procedures:

1. Tour the school and meet with the director and assistant director.
2. Complete all forms, including shot records* (Physician's form)
3. Pay non-refundable registration fee.
4. Pay first month's tuition (when due), August 1st is the first monthly payment for the school year.

*No child will be permitted to attend without current immunizations, unless you have a medical release statement from your doctor.

Non-Discrimination Policy:

DCC admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the school. We do not discriminate based on race, color, national or ethnic origin in the administration of our policies, and programs.

Registration and Tuition Fees:

ENROLLMENT AND OTHER FEES (all fees are Non-refundable)

New Student Registration (Non-refundable) (Each child)	\$150.00
TK Fee Registration (Non-refundable) (Each child)	\$ 75.00
Summer Registration Fee (Non-refundable) (Each child)	\$ 50.00
Late Payment Fee (Tuition is due on the 1 st , considered late after the 5 th of the month) (each child)	\$ 50.00
Insufficient Funds Fee (each occurrence)	\$ 30.00

Child(ren)'s Name(s) _____

JUNIOR PRESCHOOL THRU EARLY KINDERGARTEN (3 & 4 by Sept 1)

Select Your Option:		<input type="checkbox"/> 2 Days (T/TH)	<input type="checkbox"/> 3 Days (MWF)	<input type="checkbox"/> 5 Days (M-F)
<input type="checkbox"/> FULL DAY	7:00 am- 6:00 pm	\$380.00	\$585.00	\$800.00
<input type="checkbox"/> HALF DAY	8:00 am- 11:30 am	\$275.00	\$375.00	\$590.00
<input type="checkbox"/> AFTERNOON CHILD CARE PROGRAM	12:00 pm-6:00 pm	\$316.00	\$450.00	\$680.00

Child's Name: _____ Age: _____ DOB: mm/dd/yyyy

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TODDLER OPTION PROGRAM (THRU BEGINNING PRESCHOOL) (18 months-2 by Sept 1)

Select Your Option:		<input type="checkbox"/> 2 Days (T/TH)	<input type="checkbox"/> 3 Days (MWF)	<input type="checkbox"/> 5 Days (M-F)
<input type="checkbox"/> FULL DAY	7:00am- 6:00 pm	\$560.00	\$790.00	\$1150.00
<input type="checkbox"/> HALF DAY	8:00 am- 11:30 am	\$410.00	\$520.00	\$865.00
<input type="checkbox"/> AFTERNOON CHILD CARE PROGRAM	12:00 pm- 6:00 pm	\$440.00	\$615.00	\$934.00

Child's Name: _____ Age: _____ DOB: mm/dd/yyyy

Child's Name: _____ Age: _____ DOB: mm/dd/yyyy

I give permission for my child to be enrolled in the Toddler/Twos Option Program (18m-2y). Please initial: _____

Additional Fees:

Late Pick Up Charges will be applied (for each occurrence):

For half-day schedules:

After 11:40 a.m, you will be charged \$25.

At 12:30 p.m. you will be added the daycare additional costs.

After 6:00 p.m. (closing time) fees that will be assessed:

After 6:00 p.m. – 6:10 p.m., an additional \$25 charge


(\$3.00 per minute after 6:10 p.m.)

Flex Days and Flex Hours:

Days and/or hours can be added **IF SPACE PERMITS**. (there are no trading of days due to any absence)

- Toddlers through Beginners: Full Day = \$68.00; Half Day = \$57.00; Morning = \$50.00
- Juniors through TK: Full Day = \$55; Half Day = \$44; Morning = \$39.00
- Hours can be added to half and morning programs for \$18.00 an hour (Toddlers – Beginners); or \$14.00 (Juniors-TK) an hour.

Financial Policy:

1. DCC charges annual tuition due in full by the end of May, or at the time of registration. DCC does offer a deferred payment plan for the annual tuition. You must indicate your method of payment at registration. This contract obligates you to pay the full annual tuition commitment regardless of any deferred payment plan and regardless of student absence, withdrawal, at any time during the year. For late entrants, tuition will be calculated based upon the month of entry, with our school year being defined as a 10-month year, August-May. All deferred payments must be completed by May.
2. Flex Added Days and/or Hours (beyond your child's schedule) will accrue through the 25th of each month. These payments are due by the 1st of the month and are considered late with fees applied on the 5th of the month.
3. Absences: The yearly tuition is divided into ten equal payments based on the number of actual days offered in the school year. There is no absence credit for missed days, vacations, holidays, or sickness. Tuition is an annual amount with holidays figured in for the rate. (No days can be exchanged or traded)
4. **Payment is to be made through Brightwheel app**  including registration, monthly fees, late fees. Credit card charges will be assessed our fee of 2.75% (subject to change).
5. Late Pick-Up Policy:
Our end of day procedures requires that parents/guardians and students must be outside the classroom before staff can leave for the day. Therefore, we ask that you arrive in time to sign your child(ren) out, retrieve your child(ren)'s belongings and exit the classroom before 6:00 p.m.

Please call the office, if you are expected to be late in picking up your child. (951) 924-5002.

6. Refunds: There are no refunds for registration fees or tuition due to absences (vacation or illnesses).

Arrival and Pick-up Policy:

Parents/Guardians are required to complete the authorization section of the application, indicating who is an authorized adult (18 years of age and older) to drop off and pick up their child(ren).

Two-Household Families:

For two-household families, both mother and father are allowed to choose who is authorized to drop off and pick up.


Custodial Issues/Restrictions:

If there are custodial restrictions, a valid legal document must be in our child(ren)'s file describing in detail all restrictions. If no such legal document exists, then DCC will honor both mother's and father's list of authorized adults. If applicable, a monthly custody calendar signed by both parents is due before each month starts.

Regarding custody issues of your child(ren) or other legal matters, our policy is to remain neutral. Please do not ask our staff for written or verbal statements about these issues.

Checking **IN** Your Child(ren):

Each child must be brought into the school and signed in by the child's parent or guardian, or an authorized adult.

Upon entry into the preschool, check in to your child's classroom. Parent/Guardians will sign in electronically through our **Brightwheel app**. 

Parent/Guardian **will also sign IN manually** (per licensing standards). Failure to sign in/out may result in a \$150.00 fine (our fee for licensing per occurrence).

Checking **OUT** your Child(ren):

Each child must be checked-out for the day using the **Brightwheel app**. 

Parent/Guardian **will also sign OUT manually** (per licensing standards). Failure to sign in/out may result in a \$150.00 fine (our fee for licensing per occurrence).

If your child(ren) is/are on the playground with their class when you come to pick them up, you will be able to pick up their belongings in the classroom. When picking up your child(ren), the child(ren) must be supervised during the pick-up process. Please do not leave children on the playground or allow them into a classroom without a teacher or parent present.

Other Authorized Adults:

If for any reason, the child(ren) is/are to be picked up by someone other than those listed on the emergency contacts and authorized pick-up list, a written/email notification must be given to the school by the parent **before the child is released**.

Other authorized adults (not on the authorized pick-up list), will be required to present a driver's license to verify their identity to the staff at the pick-up time, and must be 18 years of age or older.

No child will be released from the school to anyone who does not have proper identification.

Appearance of Intoxication:

Additionally, if a parent/guardian or authorized adult appears to be intoxicated (under the influence of any substance) when picking up the child(ren), the student will not be sent home with that person.

Change of Schedules:

Any change in your child's scheduled days requires a thirty (30-day) written notice, and requires the Director's approval.

Withdrawal Policy:

A thirty (30-day) written withdrawal notice form must be completed and provided to the office, thirty (30 days) prior to the family's withdrawing their child/children from the school. Annual tuition fee will be prorated.

School Calendar Schedules and Closures:

Please refer to the school calendar for all schedules and closures.

There is no discount for holidays, as tuition is an annual amount (fee) with holidays figured in for the rate. (No days can be exchanged or traded).

Bathroom Policy (Toddler's vs Preschool) Note: Children are given regular bathroom opportunities.

Children enrolled at the Preschool/TK rate, **over 2 years of age**, are expected to be potty-trained* and not need assistance in the restroom. This means they have:

- Ability to pull on and off clothing, and wipe unassisted
- Ability to stay dry throughout the day
- Letting adults know when they need to use the restroom
- Child has no accidents for at least 30 days

*Pull-ups do not mean potty-trained.

For toddlers (18 months - 2 years), the teacher will assist in the potty training and bathroom procedure.

Parents /Guardian are to provide extra underwear and change of clothing (labeled with the child's name) in the event of an accident. Underwear/clothing will not be washed on site, but sent home in a plastic bag (OSHA standards).

Termination:

Discovery Children Center is committed to cooperate and communicate with parents/guardians to resolve all issues that may come up. However, in the event of a lack of cooperation on the part of the parent/guardian, or continued behavior issues of enrolled child(ren), DCC reserves the right to terminate this agreement.

Enrollment may be terminated for the following reasons:

Tuition Accounts 30 days overdue; Not following financial policies and procedures; Lack of parental support and/or cooperation including following the Parent/Guardian Handbook procedures and guidelines; Parents that do not support the school philosophy and discipline guidelines; Children who are not able to function successfully in the overall school environment; or pose a continued safety concern within the school on unresolved behavioral issues.

Acknowledgement and Agreement to Financial Agreement & Policies:

I have read and fully understand the Financial Agreement and Policies of Discovery Children's Center (DCC) and will abide by the terms of the agreement. I will be responsible to meet my financial obligations to the preschool. I understand that the monthly payments are due the 1st of each month. A late fee is applied after the 5th of the month. Monthly tuition payments are to be made to Discovery Children's Center.

I understand the licensing agency and staff has the authority to interview children without permission or prior notice (Licensing standard). Please initial: _____

I understand that there is a thirty-day (30-day) notice when withdrawing or changing the schedule for my child. Please initial: _____

Discovery Children's Center will notify, in writing, 30 days prior, of any changes in fees and/or tuition to the annual contract.

Signature of Parent/Guardian #1

Signature of Parent/Guardian #2

Date

Child(ren)'s Name(s)

Signature of School Authority

Date