2021-2022 ADMISSION AGREEMENT

Preschool/Daycare Monthly Tuition for Children Ages 2-5 Years Old

Full Time Schedule 6:30 a.m. to 5:30 p.m.

This Schedule Includes: Enrichment Program, A.M./P.M. Daycare, A.M./P.M. Snacks, Lunchtime (Lunch provided by parents/guardians), Nap/Quiet Time				
Number of Days Enrolled:	5 Days Per Week	4 Days Per Week	3 Days Per Week	2 Days Per Week
Monthly Rates for Preschool/Daycare	\$775.00	\$725.00	\$650.00	\$600.00
Ages 2-5 Years Old and Potty-Trained				
Monthly Rates for Preschool/Daycare	\$810.00	\$765.00	\$690.00	\$640.00
Ages 2-5 Years Old and NOT-Potty Trained				
(\$40.00 NOT Potty-Trained Fee Included)				

Half-Day Schedule 8:45 a.m. to 12:30 p.m.

This Schedule Includes: Enrichment Program, A.M. Snack, Lunchtime (Lunch provided by parents/guardians)				
Number of Days Enrolled:	5 Days Per Week	4 Days Per Week	3 Days Per Week	2 Days Per Week
Monthly Rates for Preschool/Daycare Ages 2-5 Years Old and Potty-Trained	\$620.00	\$595.00	\$545.00	\$470.00
Monthly Rates for Preschool/Daycare Ages 2-5 Years Old and NOT-Potty Trained (\$40.00 NOT Potty-Trained Fee Included)	\$660.00	\$635.00	\$585.00	\$510.00

Half-Day Schedule 8:45 a.m. to 11:45 a.m.

This Schedule Includes: Enrichment Program, A.M. Snack

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Number of Days Enrolled:	5 Days Per Week	4 Days Per Week	3 Days Per Week	2 Days Per Week
Monthly Rates for Preschool/Daycare	\$570.00	\$545.00	\$495.00	\$420.00
Ages 2-5 Years Old and Potty-Trained				
Monthly Rates for Preschool/Daycare	\$610.00	\$585.00	\$535.00	\$460.00
Ages 2-5 Years Old and NOT-Potty Trained				
(\$40.00 NOT Potty-Trained Fee Included)				

Occasional Add-On's for Children Enrolled in Half/Part-Time Schedules with Director's Approval

1 Extra ½ Hour	1 Extra Hour	Extra Full-Day: One Child Attending Less than 5 days Per Week
\$15.00 extra per month	\$25.00 extra per month	\$43.00

Annual Non-Refundable Registration Fee

\$95.00 per child or \$110.00 per family

- Tuition must be paid in advance.
- Tuition may be paid in one or two payments.
- If paying in one payment, tuition is due on the first of the month. It is considered late after the fifth of the month.
- If paying tuition in two payments. First payment is due on the first of the month, and it's considered late after the fifth of the month. The second payment is due on the fifteenth of the month, and it's considered late after the twentieth of the month.
- A \$10.00 late charge will be assessed for any late payments.
- An account over 30 days delinquent may cause dismissal of the student from our center and may result in the account being sent to collection.
- There is no refund, credit, or make up days for any absences, vacations, sickness, non-operated days, holidays, or any other reason.
- All returned checks are subject to a \$25.00 fee.
- A 30-day notice will be given to parents/guardians prior to any rate changes.
- Payments are accepted in the form of checks, money orders, credit cards or by using your bank ACH information. Checks and money orders are to be
 made out to Spectrum Church. Cash is not accepted.
- Payments can be made on the Smartcare for Parents App by entering your ACH payment information (No Fee) or a credit/debit card (Fee)

Non-Operational Days/Holidays: *There is no refund, credit, allowances, or make-up days for non-operational days/holidays. The center is open year-round except for the following non-operational days/holidays.

New Year's Eve	Memorial Day	Columbus Day
New Year's Day	Fourth of July	Thanksgiving Day & Day After
Martin Luther King Jr. Birthday	Labor Day	Professional Growth Day-Last Thursday & Friday in August
President's Day	Veteran's Day	Christmas-Closed for one week
		Easter-Closed for one week

Late Pick-Ups

If you are going to be detained before picking up your child or have an emergency, please notify the center immediately so that we can reassure your child. There is a late fee if your child is not picked up at their schedule pick up time. Late fees will be automatically added the next day on your tuition account. Late fees are, \$15.00 for the first 5 minutes, and \$1.00 per minute thereafter.

Termination of Agreement

The agreed form of termination of this agreement requires a two-week written notice of withdrawal whether or not your child attends, which must be given to the Director prior to your child(ren)'s last date of attendance. You are responsible for two weeks of tuition if proper notice isn't given as agreed. If applicable, a tuition refund will be issued within 7-10 days from last date of your child(ren)'s attendance. In the event of the expulsion of your child(ren), this agreement will be terminated and there will be no refund of tuition.



Subsidized Alternative Child Care Program

For those families enrolled in the alternative childcare program:

- Approval of these programs is between you and those programs, not Spectrum Preschool.
- Spectrum Preschool's tuition is the parent's responsibility.
- The Alternative Child Care Programs will pay a part of your childcare tuition, this is called a Subsidy Payment.
- The Alternative Child Care Programs will have you pay a part of your childcare tuition, this is called a Family Fee.
- The subsidy payment and the family fee are paid to Spectrum Preschool.
- There is no refund, credit, or make up days for absences, vacations, sickness, non-operational days or any other reason.
- Note: If the Alternative Child Care Programs does not pay your child's monthly tuition fee in full, the parent/guardians are responsible to pay for the remaining balance.

Rights of Licensing Agency (CCR, Title 22, Section 101200)

The Department of Socials Services, Community Care Licensing reserves the right to enter the facility for routine and non-routine visits which may include but not limited to, checking personnel files, children's records, safety issues, and other licensing compliance issues.

Additional Information

- Arrangement for schedules other than those listed above must be made ahead of time with the approval of the director.
- It's a licensing regulation that all children need to be checked in and out daily, by an authorized adult. Authorized adults are assigned by parents/guardians. Authorized adults will receive a pin number to check in and check out your child. Authorized adults need to present a valid government identification card when picking up your child.
- Transportation is the responsibility of the parents/guardians.

I would like to enroll my child: for the following schedule:					
6:30 a.m. to 5:30 p.m. 8:45 a.m. to 12:30 p.m. 8:45 a	.m. to 11:45 a.m. Other:				
Days my child will attend: MONDAY TUESDAY	WEDNESDAY THURSDAY FRIDAY				
Monthly Tuition: \$ Annual Non-Refundable Registration F	ee per child/family: \$ Qualifying sibling:				
I would like to pay my child's tuition: Once a Month (on the 1st, by the 5th) Twice a Month (1st payment on the 1st by the 5th, 2nd payment on the 15th, by the 20th)					
10% Discount: Sibling Military Spectrum Church Member	Firefighter Law Enforcement *One discount per family				
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Monthly Not-Potty Trained Fee: \$40.00 (Parents/Guardians provide diapers and wipes) Your child will be considered potty-trained when she/he has had no potty accidents for 10 consecutive school days.

First day of school: _

Assigned Classroom: _

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I have read and understand the Admission Agreement Policies of Spectrum Preschool and hereby agree to comply with the rules and regulations regarding fees, attendance, health, clothing, and other items specified in the Parent's Handbook issued by the center. I am aware of the non-operational days. I understand that there is no refund, credit, or make up days for absences, vacations, sickness, non-operational days, holidays, or any other reason. I understand that I need to submit a two-week written notice if I decide to withdraw by child from the center.

Mother/Guardian First and Last Name:	OFFICE USE ONLY		
			+MONTHLY TUITION
Mother/Guardian Signature	Date	Relationship to child	
Father/Guardian First and Last Name:			
Father/Guardian Signature	Date	Relationship to child	QUALIFYING PARTY:
Director's Signature		Date	VERIFIED BY:
			+MONTHLY TUITION -DISCOUNT
			+ \$40.00 NOT-POTTY TRAINED FEE
			=TOTAL MONTHLY TUITION FEE
			ANNUAL REGISTRATION:
			Single Child Fee Family Fee
			Sibling: