

Centenary Christian Preschool

1911 Toyon Avenue, Modesto, CA 95350
209.522.7091
Lic. 500313428, 505303119



Melissa Duquette

Preschool Director

Centenary preschool@yahoo.com

Parent Registration Agreement

I understand and will abide by the following policies:

1. My child _____ will be attending Centenary Christian Preschool:
 - a. Days: _____ Hours: _____
 - b. Start date : _____ (Child **MUST** start within 2 weeks of given start date.)
2. My tuition will be \$ _____ and will be paid in advance by the 5th working day of the month. Payments received after the 5th working day of the month will be subject to a \$25.00 late fee.
 - a. If tuition is paid weekly, it is due Monday of the concurrent week.
 - b. Prices are subject to change with at least 30 days' notice.
3. A yearly registration fee of \$125 will be charged per child, or \$200 per family.
 - a. Registration fees are non-refundable.
4. Hours of operation are 6:30am-6:00pm. I will have my child in class no later than 9:00am.
 - a. If something should delay us (i.e. doctor/dentist appt) I will call before 9:00am to notify the school.
 - b. If I do not call before 9:00am, I understand that my child may not be able to attend for the day.
- c. Toddlers may not be admitted after 11:15am, preschool after 12:00pm (lunch time).
5. If I wish to have my child eat their breakfast at school, I will provide the meal and have my child in class no later than 8:30am.
6. Meals/Snacks
 - a. Infants – I will supply all milk/formula and food my child requires with name and date.
 - i. Bottles are to be pre-prepared
 - b. Toddlers & Preschool – I will supply my child's lunch and drink (bottles/pacifiers no longer allowed).
 - c. I may bring a treat for my child's birthday, but drinks with added sugar are not allowed.
 - d. I understand, due to time constraints, that my child's lunch can only be warmed (not cooked).
 - i. Please do not send microwave macaroni cups or anything else that takes over 2 minutes to warm.
7. I will supply all diapers and wipes my child requires. I will leave changes of clothes for my child.
8. I understand that the school will supply a crib and sheet for infants and nothing except a pacifier can be in the crib with my child (No blankets. Sleep sacks ok). The school provides a cot and sheet for toddlers and preschoolers to nap on and my child may bring a blanket from home (one small stuffed animal ok, no pacifiers or bottles).
9. I understand that my child must be potty trained **before** he/she can move up to the preschool classroom (2.5 years). If my child is not potty trained by 3 years old, I will arrange for alternative care until my child is potty trained.
10. If I cannot pick up my child, I will arrange for another authorized person to sign for and pick up my child. I understand that if I make changes to the "Authorized Person's" list, I will notify the center (in person). I will tell authorized persons picking up my child to have proper ID ready to show staff.
11. I agree to pay a fee of \$1.00 per minute anytime my child is picked up **AFTER** closing (6:00pm).

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12. Tuition fees are figured on a yearly basis, including all legal holidays and school vacation. There are no credits or refunds, including school closures. A list of schedule holidays is attached.
13. I agree to notify the Director in writing at least 2 weeks in advance of change of schedule, vacations, and terminations. I understand that I am responsible for the full tuition until notice is given.
 - a. Child's days of attendance cannot be changed/switched on a temporary basis. Two-week notice is required to permanently change assigned days.
14. Tuition credit cannot be given for illness, school holidays or closures. Families will be allowed vacation at 50% tuition rate, as follows:
 - a. After 6 continuous months – 1 week vacation
 - b. After 12 continuous months – 2 weeks' vacation
 - c. To receive a reduced rate, the Director must be notified at least 2 weeks in advance, full tuition will be charged otherwise.
15. I must provide a current immunization, physical examination/TB clearance (on provided form) prior to the 1st day of school. I understand my child's admittance to Centenary Christian Preschool is conditional until all immunizations are received. I will have my child immunized on time and will provide copies of any new immunizations. If I choose not to continue immunizations, my child will no longer be able to attend Centenary Christian Preschool.
16. My child will have a health check each day as required by State Law. In the event that my child must be excluded because of the health check of that day, I agree to abide by the staff's decision and take responsibility for my child's care. When called, I will have my child picked up within the hour.
17. My child will be sent home with the following symptoms (not all inclusive):
 - a. Vomiting
 - b. Unidentified rash
 - c. Live lice
 - d. Diarrhea
 - e. Eyes that are swollen, itchy, draining or red
 - f. Fever of 100.5 degrees or higher
 - g. Needing one-on-one care
 - h. Inability to participate in normal scheduled activities
18. I agree that if my child is sent home for any reason, he/she will not return until he/she is symptom free for at least 24 hours. For lice, treatment must be given as well.
19. I understand some conditions may require a doctor's release for my child to return to school.
20. A medication form must be filled out and signed by a parent/guardian in order for a teacher to administer. Prescription medication must be in the original container and will only be administered according to the prescription label only. Over-the-counter medications can only be administered according to the product label directions on the original container.
21. For my child's safety, I will sign him/her out (with the time) each day with a full first and last name signature and printed name. I may be charged for every missing signature.
22. I give my consent to the use of my child's photographs to be released to newspapers for stories about the center or other media releases such as advertising for the school, the school's website (www.centenarychurch.net/ccps) or Facebook Page (Centenary Christian Preschool), bulletin board, etc.

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23. Please make checks payable to: Centenary Christian Preschool (or CCPS). All checks returned by the bank will result in a \$10 fee, in addition to any other bank charges. All overdue accounts will result in a \$25 late fee and may result in my child being withdrawn from the school.
24. In instances of incompatibility or unhappiness on the part of the child or family, Centenary Christian Preschool reserves the right to release the child from the program with at least a 2 week notice.
25. I understand that if my child causes harm to himself, classmates or staff, damages property or causes extraordinary disturbance to the classroom environment, he/she may be sent home and potentially released from the program with at least 2 weeks' notice.
26. The Department of Social Services has the authority to interview children or staff, inspect and audit child care center records, without prior consent. The Department has the authority to observe the physical condition of the children including conditions that could indicate abuse, neglect or inappropriate placement.

I fully understand all of the policies and procedures stated in the parent packet and on this parent registration agreement, and agree to abide by them.

Parent/Guardian signature: _____ Date: _____

Director signature: _____