

Lions N' Lambs Preschool/Kindergarten

Admission Agreement –2024/2025

Lions N' Lambs Preschool is open to children 2 years 9 months to 6 years of age. The child **MUST** be fully toilet trained (**no pull-ups**). We offer a well-rounded program to all children regardless of social, racial, cultural, religious, or economic background. Children with special needs will be admitted on an individual basis with due consideration to the program offered and needs of the child.

Registration Fee

A \$100.00 non-refundable fee is due & payable at the time of registration of your child to ensure your child's enrollment.

Tuition Contract

Tuition should be considered an education fee, not a cost-per-hour childcare fee. Tuition is calculated on a school year basis (August thru May). Payment may be made annually, or for your convenience, in ten (10) monthly payments due by the 1st of each month (Aug. thru May).

Kindergarten:	\$4,000.00 annually or \$400.00 monthly
Transitional Kindergarten:	\$3,400.00 annually or \$340.00 monthly
3 Day AM Preschool:	\$2,700.00 annually or \$270.00 monthly
2 Day AM Preschool:	\$2,200.00 annually or \$220.00 monthly

Tuition for the month of May must be paid with exact cash, debit card, or cashier's check. NO CHECKS.

Generally, tuition will remain the same for the entire school year, however, if an increase is needed, 30 days notice will be given.

Cash Payment Policy

All exact cash payments shall be given to the Director, Assistant Director, or Office Assistant **only**; who will write a receipt to the payee at the time of payment. Please plan to pay exact tuition amount as we are limited on change.

Fees

- Tuition may be paid by cash, check, automatic withdrawal, or debit/credit card in the school office. Tuition payments may also be made **online** by debit or credit card. Cash payments must be made in the office. No payments can be accepted over the phone. We do not accept Apple Pay or the like.

Late Tuition Fee: There is a **\$35** late fee charged for payments received **after drop-off(9am)** the 10th of each month, unless prior arrangements were made with the Director. If the 10th falls on a day the preschool/kindergarten is closed, a late fee will be assessed **by the opening(9:00am) of the next school day.**

- If a payment is **1 month** late or there has been a history of 3 or more late payments(after the 1st) the payer is required to sign up for ACH (automatic debit withdrawal) for the remainder of the year.
- If the payment is **45 days** late it will be transferred to CB Merchant Services for collection.

Tuition is a yearly fee; therefore, we do not deduct any tuition for holidays or in-service days. If you have a problem making a tuition payment by the 1st of the month, please contact the Director.

Non-Sufficient Funds Charge: A \$20.00 fee will be charged for checks returned by the bank for nonsufficient funds or ACH that results in a non-sufficient funds. If the check is returned after being re-submitted to the bank for payment, payer must redeem the check by paying in cash for the amount of the check plus the NSF fee, as well as a late tuition fee of \$35.00. Thereafter checks will not be accepted.

Curriculum fees: The Kindergarten curriculum fee will be \$230.00.
The Transitional Kindergarten curriculum fee is \$130.00.
There will be a \$30.00 curriculum charge for 4 year olds turning 4 by October 1st.
These curriculum fees are due at the time of registration.

Picking up children late from school: There will be a \$10.00 charge for picking up your child late from school. The first time a person is late the fee may be waived, however, after the first time, the late charge will be assessed. A person is considered late after 12:10 P.M. from A. M. classes, or 12:40 from Kindergarten. Students will be picked up from the LNL office.

Refunds: Tuition is a yearly fee & staff members are contracted based on that fee. Therefore, the yearly budget is dependent on full-tuition. We cannot refund any tuition for illness, vacations or school holidays (including Christmas, & fall/spring breaks). Refunds will be given for the following reasons only:

1. Withdrawal of child from the preschool. A **two (2) week written notice** MUST be given to the LNL Director. Refund of prepayment will be mailed to last known address within 10 days. **If a 2-week written notice is not submitted then a refund cannot/will not be processed.**
2. Termination of child from the preschool program by the preschool Director (see "Discipline procedure" in Handbook). Refund for prepaid remainder of school year will be mailed to last known address within 10 days. The refund will be prorated based on the number of days the student attended & and a 2 week notice applied.

Withdrawals: If it becomes necessary to withdraw your child from the program for the remainder of the school year, a **two (2) written week notice** of this intention is required. Failure to do so will result in a fine equivalent to one month's tuition.

Dismissal of a child:

1. A child may be asked to leave the school if the child's needs or behaviors require a specialized program beyond what the school can provide. If a child is having a hard time & is hurting himself/herself or others, we will first talk to them, to let them express themselves, then we will redirect them. If the behavior persists, we will use a short time-out to allow the child time to regain composure. He or she will be encouraged to rejoin the group when he/she is ready. Parents will be informed of behavioral issues by the teacher. If behavior still persists, there will be a meeting w/the Director/teacher & parent and a behavioral plan may be put in place. After these steps, if behavioral issues cannot be resolved, the child will be dismissed from the school.
(Parent/Guardian initial) _____
2. After 1 month of non-payment a child may be dismissed.
(Parent/Guardian initial) _____

Communication(REMIND): Parents are required to sign up for "Remind.com" alerts in order to receive communication for Lions N' Lambs updates & emergency notifications. Please refer to the Parent Handbook for more detailed emergency information.
(Parent/Guardian initial) _____

Mandated reporting: I have been made aware & understand that all employees of Lions N' Lambs are mandated child abuse reporters per California licensing Title 22 & will report any known or suspected child abuse.
(Parent/Guardian initial) _____

State Licensing

The parents/guardians are hereby made aware that the State of California Licensing Agency (Community Care Licensing) has the following authority:

- To interview children, or staff, and inspect and audit child or facility records without prior consent.
- To observe the physical condition of the child(ren) including conditions which could indicate abuse, neglect, or inappropriate placement, and have a licensed medical professional physically examine the child(ren).

