



22081 Hidalgo  
Mission Viejo, CA 92691  
Telephone: (949) 598-9166 Fax: (949) 598-1892  
www.heritagechristianschool.com

## Preschool Enrollment Form 2018-2019

One form must be completed per student

Date: \_\_

Please circle the days and times required

Days Requested: Monday Tuesday Wednesday Thursday Friday

Hours Requested: **Half Day** Session 8:30 – 12:30 **Full Day** Session 8:30 – 3:00  
Morning Care 7:00-8:15 After Care 3:00-6:00  
Morning & After Care 7:00 -8:15 /3:00-6:00

Email Address for Billing Purposes: \_\_

### Student Information

First Name: Middle Last \_\_

Student's Birthday: \_\_ Gender: M / F Home Phone: \_\_

Student lives with: Mother/Father Mother/Stepfather Father/Stepmother Mother Father Other  
*Any court ordered custody issues must be clearly stated in current court papers, please attach a copy.*

### Parent Information

Father or Guardian's Name: Step-Parent Name (if app.): \_\_

Address: City: Zip: \_\_

Home Phone: Cell Phone: \_\_

Work Phone: E-Mail Address: \_\_

Mother or Guardian's Name: Step-Parent Name (if app.): \_\_

Address: City: Zip: \_\_

Home Phone: Cell Phone: \_\_

Work Phone: E-Mail Address: \_\_

### Emergency Contact

Emergency Contact Home Phone # Cell Phone #  
(other than parent and must be local)

### Carpool Information

I give permission for the following people to pick my student(s) up from school: \_\_



## 2018-2019 Preschool Tuition & Fees Schedule

**New Student Registration Fee: \$175 per student (non-refundable-due upon enrollment)**

**Returning Student Registration Fee: \$100 (non-refundable-due upon enrollment)**

### 2 to 2.7 years (non-toilet trained)

| Program                        | 2 Days    | 3 Days   | 5 Days    |
|--------------------------------|-----------|----------|-----------|
| Half Day<br>8:30 am – 12:30 pm | \$386 mo. | \$552mo. | \$849mo.  |
| Full Day<br>8:30 am – 3:00 pm  | \$434 mo. | \$614mo. | \$949 mo. |

### 2.8 years (by September 1)- 6 years & toilet- trained

| Program                        | 2 Days    | 3 Days    | 5 Days    |
|--------------------------------|-----------|-----------|-----------|
| Half Day<br>8:30 am – 12:30 pm | \$352mo.  | \$510 mo. | \$819 mo. |
| Full Day<br>8:30 am – 3:00 pm  | \$397 mo. | \$573 mo. | \$877mo.  |

### Before & After School Childcare (In addition to tuition)

| Program                           | Fee       |
|-----------------------------------|-----------|
| Morning Care<br>7:00 am – 8:15 am | \$50 mo.  |
| After Care 3:00<br>pm – 6:00 pm   | \$70 mo.  |
| Morning Care & After<br>Care      | \$100 mo. |

Tuition rates are based on an annual fee, calculated by the number of school days from September 2018– June 2019, and divided into 10 monthly payments, due on the 1<sup>st</sup> of each month, beginning September 1, 2018. Payments received after the 5<sup>th</sup> of each month will be subject to a \$50 late fee.

A 10% sibling discount will be given beginning with 2<sup>nd</sup> oldest sibling's tuition amount.

Holidays—HCPS is closed on various holidays throughout the school year (see Preschool calendar), including (2) two weeks at Christmas and one (1) week at Easter. In the event daycare is offered during these holidays, there will be an additional charge of \$45.00 per day. Pre-registration with payment is required. Attendance will be limited and all applications will be timed and date stamped. All other school holiday closures, no childcare will be provided.

Summer Camp- 2018 Preschool Summer Camp is a 9-week program beginning June 18 - August 24, 2018. Summer tuition rates and registration materials will be available in March, 2018.



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## Preschool Admission Agreement 2018-2019

Child(ren)'s Name and Date of Birth:

First: Last: DOB: \_

First: Last: DOB: \_

**Basic Services Offered**—Heritage Christian Preschool offers a preschool program, as well as a before/aftercare program for children ages 2-6. Each child will receive quality care, instruction and opportunities to play, explore and nap in a safe, loving, and nurturing environment. A healthy morning and afternoon snack will be provided for children enrolled.

(Initials) (Initials)

**Registration Fee and Tuition**—I/We understand that Heritage Christian Preschool is a non-profit organization and the budget is projected solely on the basis of the tuition, fees and gifts of the parents. I/We agree to pay the Registration Fee and Tuition as indicated below:

**New Student Registration Fee—\$175 (non-refundable) due upon enrollment. Returning Student Registration Fee--\$100 (non-refundable) due upon enrollment.**

**Tuition**—Tuition rates are based on an annual fee, calculated by the number of school days from September 2018 – June, 2018, and divided into 10 monthly payments, due on the 1<sup>st</sup> of each month, beginning September 1, 2018 (please circle the schedule for your child(ren) for the 2018-2019 school year:

| 2-3 Years   | 2 Days   | 3 Days   | 5 Days   |
|-------------|----------|----------|----------|
| Half Day    | \$386.00 | \$552.00 | \$849.00 |
| Full Day    | \$434.00 | \$614.00 | \$949.00 |
| 2.9-6 Years | 2 Days   | 3 Days   | 5 Days   |
| Half Day    | \$352.00 | \$510.00 | \$819.00 |
| Full Day    | \$397.00 | \$573.00 | \$877.00 |

\*\*A 10% sibling discount will apply beginning with 2<sup>nd</sup> oldest sibling's tuition (includes TK-12<sup>th</sup> grade students).

(Initials) (Initials)

**Absences/School Closures**—I/We understand that monthly tuition is due in full from September to June, regardless of absences or school closures (please refer to Preschool Calendar).

(Initials) (Initials)

**Holiday Daycare**—I/We understand that HCPS is closed for certain holidays throughout the school year (please refer to Preschool Calendar) and that when Holiday Daycare is offered, there will be an additional charge of \$45 per day and pre-registration is required. **No drop-ins will be allowed.**

(Initials) (Initials)

**Summer School**—I/We understand that registration for Summer School (10-week program) will be handled separately and tuition rates

for this time period may differ.

(Initials)

(Initials)

**Optional Activities Fees**—I/We understand that there may be there may be optional activities (school events, class parties, in house field trips, etc.) throughout the school year that may require additional fees. These activities will be announced by your child(ren)'s teacher(s) and/or in the monthly newsletter. Payments for said activities are due as indicated.

(Initials)

(Initials)

**Late Pick-Up Fees**—I/We understand that a fee of **\$15.00 for late pick-ups (after 6:00 pm for Full Day students, after 3:00 pm for Extended Day students, and after 12:30 pm for Half Day students)** will be added to your account for every fifteen (15) minute interval or portion thereof you are late for pick-up.

(Initials)

(Initials)

**Daily Sign-In and Sign-Out Compliance**—I/We understand that State Licensing requires the adult person dropping off and/or picking your child up from school sign the child in and/or out with a FULL SIGNATURE (initials are not adequate) every day your child attends school. Failure to comply with the requirement may result in a \$75.00 fee per incident. Chronic non-compliance may result in termination of services.

(Initials)

(Initials)

**Delinquent Accounts**—I/We understand that payments received after the 5<sup>th</sup> of each month will be considered late and are subject to a \$50 late fee. Any account, which becomes thirty days (30) delinquent from the first of each month, will result in the suspension of services until the account is paid in full. All accounts and obligations to the school must be satisfied before a student can be re- enrolled for the next school year.

(Initials)

(Initials)

**Returned Checks Fees**—I/We understand that if a check is returned to HCS, by the bank for any reason, our account will be charged a \$25 returned check fee. If more than three checks are returned during any given school year, we will be required to make payments by cash, cashier's check or credit card only.

(Initials)

(Initials)

**Withdrawal**— I/We understand that enrollment to HCPS is an annual commitment (September-August). In the case where withdrawal before the end of the school year is necessary, a 30-day written notice must be given via an Account Change Form. The 30-day notification requirement is determined from the day the Account Change Form is received by the Preschool Director and you will be responsible for tuition covering that 30-day period. Any past due amount on your account must be paid in full before the 30- day notification period can begin. No refunds will be given.

HCS has the right modify the Withdrawal policies if HCS determines that the program does not meet the needs of a child and/or a child is asked to leave school for any reason including a violation of the Parent Handbook.

(Initials)

(Initials)

**Modification Conditions**—I/We understand that Heritage Christian Preschool reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian.

(Initials)

(Initials)

**Rights of the Licensing Agency**— I/We understand that the State of California Department of Licensing Agency has inspection authority to enter and inspect a facility without advance notice. The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent (Section 101200).

(Initials)

(Initials)

*Please sign and return indicating that you have read, understand and agree to all terms and conditions, policies and financial obligations set forth in the Admission Agreement of Heritage Christian Preschool.*

Parent/Guardian Signature

Date =

Parent/Guardian Signature

Date \_