ADMISSION POLICY

1. ABC Preschool house agrees to provide educational instructions to students enrolled.
2. All Parents shall receive the Parent Handbook consisting of the school policies and admission policies.
3. All parents must sign a parent agreement indicating that they have read the School Admission Policies and Parent Handbook.
4. ALL required forms must be on file in order for your child to begin school.
5. The registration Fee and 1st week's tuition must be paid **in advance** before the child starts.
6. All parents or guardians shall sign your child in/out daily.
7. Be sure to inform the school of any changes in your phone number or address.
8. The school must be notified by 10:00AM if the child will not be attending.
9. The child **MUST be dropped off before 10:00 AM** in order for them to fully participate in our program and enjoy lunch.
10. The school reserves the right to make changes on tuition and all other fees within 30 days of notification.
11. All preschools have a fixed quota with regard to enrollment that must be strictly adhered to. We think you will find that most schools charge full rate for absent time on the principle that the facilities/staff are available and could be assigned to another child. Therefore, there is no refund or reduction of fees for absences due to illness, holidays and vacation. There is a 50% reduction for the second week of vacation and no guarantee of placement after the third week. After that, the child will be considered a new registrant. We cannot grant a reduction in fees or allow a refund in case of withdrawal of a child. Families may withdraw their child for any reason after giving 2 weeks written notice to the school. All outstanding balances must be paid in full prior to the child's last day.

Community care representatives have the right to interview students and view their records at any time.

I have read the above school policy and understand my rights, obligations and agree to abide by them. I have also received a copy of the school policy for my files.

Parent/Legal Guardian Signature _____ Date _____

Address _____

Work Phone _____ Home Phone _____ Cell Phone _____

Administrator/Director Signature _____ Date _____