



**VALLEY
PRESBYTERIAN
SCHOOLS**

2016 - 2017 Infant & Toddler Contract

9240 Haskell Ave
North Hills, California 91343
Tel (818) 892-1622 Fax (818) 920-1139
www.valleypresbyterianschool.com

OFFICE USE ONLY

Date: _____

E-mail Address: _____

CLASSROOM: _____
PROGRAM: _____ \$ _____
REGISTRATION: _____ \$ _____
EARTHQUAKE: _____ \$ _____
TOTAL \$ _____

Child's Name (Please Print)	Male/Female	Age	Birth Date	Social Security
Address	City	Zip	Home Phone	
Mother's Name	Mother's Work Number		Mother's Cell Number	
Father's Name	Father's Work Number		Father's Cell Number	

Each child must have a completed Contract, a yearly Physician's Report with updated immunization records, Emergency Information Cards, and an Authorization to Treat A Minor Card. Where applicable, any legal documents that apply to custody rights, guardianship and restraints, must be on file prior to starting date. All preschool and state mandated forms must be completed and in our files before the child may attend our center.

Policies and procedures may be changed at the sole and absolute discretion of Valley Presbyterian School at any time. The parent is fully responsible for keeping abreast of current policies.

Admission: Valley Presbyterian School does not discriminate on the basis of race, color, national or ethnic origin in enrollment or in any school-administered program. The Administrator shall accept children who are physically handicapped or emotionally disturbed only after evaluation. The decision will be based on the following:

- a. The child's attendance will have no adverse effect upon other children either through direct behavior of the child or through requiring staff time needed by other children.
- b. The school is able to meet the needs of the child.

Conditions of Termination: Valley Presbyterian School reserves the right to dismiss, refuse to enroll or re-enroll any child with a twenty-four hour notice at the school's discretion, which is based on the following but is not limited to:

1. Non-payment of tuition and or registration fees.
2. Failure to complete any state mandated or school policy form.
3. Violation of the principles set forth in the Valley Presbyterian School Handbook including, but not limited to the teaching philosophy, operating policies, objectives and programs of the school.
4. The school is unable to meet the needs of the child.
5. Excessive late pick up of student.

Financial Policy: Tuition and Material Fees are based on a yearly fee for the school year. Holidays and school closures are taken into consideration when tuition rates are established. There are no refunds, deductions, or substituting days for holidays, vacations or absences. Occasional additional days or hours MUST be prearranged through the Preschool Office at least 24 hours in advance. There is a \$30.00 fee charged for any returned check (NSF - Stopped Payment).

Families may pay their tuition in one of the following ways:

1. **Annual Payments:** Paid in full directly to the school office by August 1, 2016 via cash or check.
2. **Semester Payments:** Paid in two semester payments directly to the school office via cash or check. First payment due August 1, 2016 and second payment due January 4, 2017.
3. **Monthly Payments:** Twelve monthly payments processed by and through FACTS Tuition Management. Families choose to have payment due on the 5th or 20th of each month. Payments are made via automatic bank account electronic funds transfer (EFT), credit card or invoices sent to you monthly. Payments are deducted a month in advance.

FACTS Charges:

1. **Electronic Funds Transfer:** An annual convenience fee of \$45 will apply to payments via FACTS.

