



**VALLEY
PRESBYTERIAN
SCHOOL**

2016 - 2017 Preschool Contract

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

OFFICE USE ONLY

Date: _____

CLASSROOM: _____ \$ _____
PROGRAM: _____ \$ _____
REGISTRATION: _____ \$ _____
EARTHQUAKE: _____ \$ _____
BOOK/MATERIALS FEE: _____ \$ _____
TOTAL \$ _____

AM PM
EXTENDED CARE

E-mail Address: _____

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 preschool.

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:

- 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.
- 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:

- Non-payment of tuition and or registration fees.
- Failure to complete any state mandated or school policy form.
- 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.
- The school is unable to meet the needs of the child.
- 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:

- Annual Payments:** Paid in full directly to the school office by August 1, 2016 via cash or check.
- 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.
- 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 paid a month in advance.

FACTS Charges (Payment is required a month in advance):

- Electronic Funds Transfer:** An annual convenience fee of \$45 will apply to payments via FACTS.
- Credit Card:** An annual convenience fee of \$45 will apply to payments via FACTS. In addition, a 2.75% convenience fee will be applied on each credit card payment.
- Monthly Invoices:** Monthly payments via "Invoice" are due the 5th of each month only. A \$45 annual convenience fee applies.

Peace of Mind (POM) Benefit - The POM Benefit will pay any eligible FACTS unpaid balance in the event of the death of the Responsible Party or his/her legal spouse. Coverage is only available to individuals under age 70. If you choose a one or two payment option, you are not eligible for POM. Indicate your POM enrollment election below. If no option is selected, your current POM election will remain.

POM Election: Yes, please enroll me in POM No, please do not enroll me in POM
 I agree to pay the \$17.00 non-refundable annual fee, per agreement

New Student Fees: Registration, Earthquake, First Month's Tuition, Material and Activity Fees are due at the time of enrollment. **None of the aforementioned fees are refundable.**

Returning Students: Priority Registration Fee, Materials Fee with completed contract by March 31, 2016 provided the account is kept current or paid in full. **These fees are non-refundable.**

Early Drop Off/Late Pick-up: If you bring your child to school more than 15 minutes early or pick up more than 15 minutes late, you will be charge a rate of \$6.00 per hour or \$1.50 for any portion of a quarter of an hour. For pick-up after 6:00 pm there will be a \$5.00 charge for each five minutes or portion thereof starting with the first minute. Excessive late pick-ups will be allowed at the school's sole discretion.

Release of Student From Facility: Permission to leave will be granted only to the student's parents and adults designated in writing by the parent. **The parent must assume sole responsibility for the student leaving with the authorized adult.** The authorized adult must check in with the office or the teacher in charge and be prepared with a current valid I.D. All sign in/out procedures must be followed.

State Mandated Regulations: The persons who drops off and picks up the child from the center must sign the child in/out using a full legal signature and the exact time of day.

PLEASE SELECT THE DESIRED PROGRAM (All program rates are based on 12 months):

FAITHFUL FRIENDS (2 years old by September 1, 2016)

Program Hours 8:30 AM - 3:00 PM
Monthly Fee: 5 Days - \$815.00
 4 Days - \$720.00 _____ Days
 3 Days - \$630.00 _____ Days
 2 Days - \$570.00 _____ Days

7:00-8:30 AM Extended Care
Monthly Fee: \$25.00

3:00-6:00 PM Extended Care
Monthly Fee: \$75.00

KINGDOM KIDS (3 years old by September 1, 2016) / GOD'S GARDEN (4 years old by September 1, 2016)

Program Hours 8:30 AM - 3:00 PM
Monthly Fee: 5 Days - \$725.00
 4 Days - \$655.00 _____ Days
 3 Days - \$580.00 _____ Days
 2 Days - \$525.00 _____ Days

7:00-8:30 AM Extended Care
Monthly Fee: \$25.00

3:00-6:00 PM Extended Care
Monthly Fee: \$75.00

BIBLE BEES (Transitional Kindergarten)

Program Hours 8:30 AM - 3:00 PM
Monthly Fee: 5 Days - \$725.00
 4 Days - \$655.00 _____ Days

7:00-8:30 AM Extended Care
Monthly Fee: \$25.00

3:00-6:00 PM Extended Care
Monthly Fee: \$75.00

-----**HALF DAY PROGRAM HOURS 8:30 AM - 11:30 AM**-----

FAITHFUL FRIENDS (2 years old by September 1, 2016)

Monthly Fee: 5 Days - \$635.00
 4 Days - \$575.00 _____ Days
 3 Days - \$490.00 _____ Days
 2 Days - \$455.00 _____ Days

KINGDOM KIDS (3 years old by September 1, 2016)

Monthly Fee: 5 Days - \$580.00
 4 Days - \$525.00 _____ Days
 3 Days - \$470.00 _____ Days

Registration Fee _____ \$215.00 (Annual fee)
 E.Q. Fee - One Time Only - NEW STUDENTS _____ \$30.00
 Summer Activity Fee _____ \$50.00
 Occasional Days Available Upon Request _____ \$55.00

BIBLE BEES Book/Materials _____ \$55.00
 GOD'S GARDEN Book/Materials _____ \$45.00
 KINGDOM KIDS Book/Materials _____ \$30.00

Sibling Discount: A 5% sibling discount applies to the second and each additional child attending VPS. Discount applies to monthly tuition rates and is based on 8:30am-3:00pm School Hours.

Please Select The Desired Payment Plan Option (Payments are required to be paid a month in advance):

_____ Monthly Electronic Funds Transfer 5th or 20th _____ Credit Card 5th or 20th (of each month)
 _____ Invoice through FACTS (5th of each month only) Pay in Full (Annual payment) 2 Payments (Paid in two semesters)

I (We) have read and fully understand the terms as stated above. I (We) will comply with these terms and do hereby enroll our child,
 _____, in Valley Presbyterian Preschool as of the _____.
 (Child's Name) (Beginning Date)

Registration fee remains fixed regardless of starting date. If it becomes necessary for me to withdraw my child/children from VPS or change programs, **the office must be notified with a written letter thirty days prior to the time of removal or change. If this is not done, I will be liable for the next month's Tuition.** Changes require a signed contract revision. The first change is without charge, and subsequent changes are \$50 for each change. My (Our) child will attend Valley Presbyterian Preschool on the schedule and at the Tuition and Registration prices listed in this contract. **I understand that NONE of the scheduled Registration, Tuition, Earthquake and Materials Fees are refundable.**

_____ Date

_____ Signature

_____ Signature