



19211 Dodge Avenue, Santa Ana, CA 92705
Telephone (714) 573-7723 Tax ID#: 95-226-1803
www.foothillspreschool.org

SUMMER PROGRAM 2019

Admission Packet Checklist

RETURNING PRESCHOOL STUDENTS please return by first day of camp:

- Registration form (turned in when registering)
- Registration Fee (\$50 paid when submitting registration form)
- Summer Program 2019 Admission Agreement

NEW PRESCHOOL AGE STUDENTS please return by first day of camp:

- Registration form (turned in when registering)
- Registration Fee (\$50 paid when submitting registration form)
- Summer Program 2019 Admission Agreement
- LIC 613A Personal Rights
- LIC 627 Consent for Emergency Medical Treatment
- LIC 700 Identification and Emergency Information
- LIC 701 Physician's Report
- LIC 702 Child's Preadmission Health History - Parent's Report
- LIC 995 Parent's Rights
- Copy of Immunization Records

NEW SCHOOL AGE STUDENTS please return by the first day of camp:

- Registration form (turned in when registering)
- Registration Fee (\$50 paid when submitting registration form)
- Summer Program 2019 Admission Agreement
- LIC 613A Personal Rights
- LIC 627 Consent for Emergency Medical Treatment
- LIC 700 Identification and Emergency Information
- LIC 702 Child's Preadmission Health History - Parent's Report
- LIC 995 Parent's Rights



Admission Agreement Summer Camp 2019

Name of Child (first/last): _____

DOB: _____

Parent/Guardian Responsible for Tuition (first/last): _____

Summer Camp Hours of Operation: Monday – Friday 9:00 - 12:00pm OR 9:00 am – 2:00pm

Registration: A non-refundable registration fee in the amount of \$50.00 per child is due upon registration

Enrollment:

- We accept children ages 2.3 - 10 years old.
- Children are separated into two groups: Preschool (2.3 to 5yrs) and School Age (5 to 10yrs)
- Children must be able to independently use the bathroom and wearing underwear. Potty accidents are expected and will be managed on a case by case basis.
- Enrollment for any week will close two weeks in advance of the Monday of that week for planning purposes.
- **No drop-in's.** We need to make sure that we purchase enough supplies and have enough staff working to make summer camp special for all children. If children drop-in unexpectedly, we may not have supplies available for them or staff on duty to meet state licensing ratios.

Tuition:

- Tuition is due two weeks in advance of the Monday of the week your child is attending. Due dates are on the registration form. Invoices will be emailed to the address you entered on the registration form
- Timely tuition payments are appreciated. Payments made by check may be placed in the tuition mailbox on the inside of the preschool office door. ACH payments may be made by clicking on the link on the invoice you receive via email.

Cancellations: For planning purposes, we would appreciate it if you do not cancel summer camp attendance once you have signed up except in the case of illness. We purchase supplies and food based on the number of children signed up for camp each week. Thank you for your consideration.



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Discounts:

- *Sibling Discount:* 10% off second student's tuition (lesser of two tuition amounts).
- *Church of the Foothills Member Discount:* 20%

Late Pick-up Policy: Pick up times are 12:00 and 2:00pm. A late pick-up fee of \$20 will be charged if the child is picked up later than 5 minutes after their scheduled time. If a guardian is more than 30 minutes late and no one has notified the school, we may call the local police department to pick up the child.

Returned Check Policy: A \$30 fee will be assessed for all returned checks.

Fix or Pay: Parent/Guardian of child who damages school property is responsible for fixing the damage or paying for repairs/replacement.

Absences/Vacations: Tuition amount remains the same each week, regardless of attendance. Credit is not given for absence due to illness or vacation.

Snacks/Meals: A light snack is served between 10-10:30am. Lunch is at 12:00. Please provide a healthy lunch each day. ***We cannot warm up or refrigerate lunches for children***

Medications & Illness:

- Foothills Preschool will dispense only prescribed medications. Medication must be in the original bottle with the child's name and dosage clearly labeled. All medication must be signed in on a "Medication Release form."
- We cannot accept sick children. If your child becomes ill, you will be contacted, and asked to pick-up your child as soon as possible. Child must be fever, vomiting and diarrhea free for 24 hours before returning to school.
- If emergency medical care is required, 911 will be called. Parents/Guardians will be called first if possible. Parents/Guardians are responsible for any emergency service charges.

Sunscreen: Please apply sunscreen to your child each day before arrival. Teacher's cannot be legally responsible for applying sunscreen to your child. Average sunscreen will last up to 6 hours if applied liberally in the morning.

Sign in & Out: It is law that all children must be signed in and out daily with a full, legible signature of an authorized adult. If someone besides yourself is picking your child up, make sure they are on the emergency form. Your child will not be released to anyone who is not on the emergency form.

Termination of Agreement: All children are accepted on a trial basis. If at any time the staff feels that Foothills Preschool is not best suited for the personal needs of a child, the parent may be asked to remove their child from the school.



Foothills Preschool

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Foothills Preschool reserves the right to terminate this agreement and expel a child for any of the following:

- 1) Parent/Guardian is deemed to be verbally or physically abusive to staff, children, or anyone on the site. (immediate)
- 2) Child exhibits excessive unacceptable, aggressive, or inappropriate behavior that may endanger him/her, other children, or staff. This includes but is not limited to: biting, hitting, and kicking. (24 hr. notice)
- 3) Non-payment of tuition.
- 4) Child is unable to adjust to Foothills Preschool program.
- 5) Parent/Guardian is consistently or excessively late for pick-up.
- 6) Parent/Guardian shows general disregard for school policies.

Parent/Guardian may withdraw child from the summer program at any time by giving written notice to the Director. No tuition credit will be refunded if advance notice of two weeks is not given.

The Department of Licensing shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior permission.

WHAT YOU NEED TO BRING FOR YOUR FIRST DAY OF CAMP

- The forms contained herein and the Summer Program Registration Form if not already filled out.
- Extra Clothes: Please send an extra set of clothes.
- Lunch (No warm ups)
- Water week(s) towels and swimsuits

As a condition to enrollment of my child, I consent to and will comply with this admission agreement. I understand that the policies contained in this Admission Agreement will remain in effect until notified otherwise by the Director of Foothills Preschool.

Parent/Guardian Legal Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Director's Signature: _____ Date: _____