

Admission Agreement



LINCOLN CHRISTIAN ACADEMY shall provide the following for _____
(Student's Name)

- A. A facility that conforms to all state licensing rules and regulations;
- B. Qualified staff providing continuous supervision and care in a Christian atmosphere;
- C. A nutritious mid-morning snack (and a nutritious mid-afternoon snack for full day students);
- D. Educational opportunities to aid in the development of the child socially, emotionally, academically, physically, and spiritually.

The following are the responsibilities and important information for each family enrolled in Lincoln Christian Academy. Please read the following and initial showing you understand and agree to comply with each section. Lincoln Christian Academy will be referred to below as LCA.

_____ **Parent Handbook** – I have received a copy of the LCA Preschool Parent Handbook. I have read and understand its policies and procedures, and agree to comply with the program rules and regulations.

_____ **Admission Policy** – All students are welcome at LCA Preschool regardless of race, national or ethnic origin, provided the student and parent(s) are willing to support all school policies, rules of conduct, and clearly understand that Biblical Christianity is taught as an integral part of the curriculum. Children are given a 30 day probationary period to determine compatibility with the program. Our preschool programs are designed for children ages three until entry of Kindergarten. All children attending LCA Preschool must be completely toilet trained (able to use the bathroom, wipe themselves and undress/dress themselves).

_____ **Sign-In / Sign-out** – State law requires that the person bringing a child to LCA Preschool accompany him/her into the classroom and sign in. Full signatures are required. The adult will remain with the child until he/she is greeted and accepted into the class by the teacher. The adult picking the child up must sign the child out. The child will only be released to the parent or to one authorized by the parent. Authorization must be on file in the office, ie. Emergency form or note in writing/email turned in by the parent. Authorized person will be required to show their photo ID and must be 18 years or older. If child is not signed in or signed out, LCA will call the parent and parent must come to LCA Preschool to do so immediately.

_____ **Change of Information** – I understand that it is my responsibility to inform LCA Preschool of any changes to the information on the Emergency Form, as well as other forms in the registration packet, including, but not limited to: address, phone numbers, parents' work information, medical conditions, court orders pertaining to child, and pick-up authorizations.

_____ **In the Event of an Emergency** – In the event of an emergency, if I cannot be reached, LCA Preschool has my permission to contact the physician(s) listed on my child's registration forms, or have my child transported to a local hospital for care. I will not hold LCA Preschool or its' employees liable. I understand that I am responsible for all expenses incurred.

Financial Policies

_____ **Registration Fee** - I understand that I must submit the one-time, non-refundable, registration fee of \$100 per school year and \$50 per summer program. Once payment of registration fee is received, LCA Preschool will reserve your child's place in our program. This is the only way to guarantee/hold a place at LCA Preschool. The registration fee must be paid before my child's first day at LCA Preschool.

_____ **Rates** – I have received a Tuition Sheet with full rates and available discount information. Tuition Sheet is attached as the last page of this Admission Agreement.

_____ **Tuition** – Tuition is due the first of each month. It is the parent's responsibility to make the full monthly payment on time. LCA Preschool will suspend your child from the school if tuition is more than thirty (30) calendar days overdue. This could result in the loss of your child's spot at LCA Preschool. Your child may resume once tuition is current, if space is available. A thirty (30) day advance notice will be given to parents prior to any rate change.

_____ **Late Fees** – A \$25 late fee will be charged for payments not received on or before the 10th of each month.

_____ **Occasional Field Trip Fees** – There may be occasional extra fees for field trips or special student activities. I agree to pay the fees (not to be over \$15 per event, once per month or less) or keep my child at home the day of the event.

_____ **Returned Payment** – A \$25 service fee will be charged for any returned payment. If additional charges are incurred by the bank, the payee will be expected to reimburse LCA Preschool the full amount of those charges.

_____ **Late Pick-Up Fees** – It is imperative that all parents pick up their children on time. A late fee of \$1.00 will be charged for every minute that the child is left at school beyond the normal pick-up time. This includes all pick-up times, 12pm, 3pm, and 6pm.

_____ **Missed Days** – Due to ratio restrictions, no make-up days are available. Tuition is not prorated for missed days as it covers the cost of the entire program your child is enrolled in.

Schedule Information

_____ **Hours of Operation** – LCA Preschool is open Monday through Friday from 7am – 6pm except holidays outlined in the Parent Handbook.

_____ **Before & After School Care** – May be a combination of preschool and students, ages 6 – 13, from 7am – 8am and 5pm – 6pm, M-F. We will only combine age groups if there are 12 or less children between the above hours.

_____ **Enrollment Choice** – Please circle what you'd like your child enrolled for from each of the below options.

Days: M – F M,W,F T,TH **Times:** 8:30am – 11:30am 8:30am – 3pm 7am – 6pm
We will complete your monthly tuition (which will be based on the options you choose above) together here \$_____

_____ **Drop-Ins** – Drop-ins are available only to currently enrolled students. Drop-ins will be on a space available basis only and you are required to call first to see if space is available. Drop- in rates are \$50 for 8:30am – 11:30am or \$6 per hour.

_____ **Absences** – I understand that on a day my child is unable to attend, it is my responsibility to notify LCA Preschool as soon as possible, and that there will be no reduction in tuition fees for days missed.

_____ **Early Withdrawal** – I agree to give LCA Preschool a two (2) week written notice prior to withdrawal of my child. If a child is withdrawn without a two (2) week written notice, a final two (2) weeks of tuition payment will be required. Any tuition money paid beyond the two (2) weeks will be refunded within 30 days of the child’s last day when proper notice has been given.

_____ **Summer Program** - All current students are automatically enrolled in our summer program. If your child is not attending school throughout the summer, please submit your early withdrawal request.

Illnesses

_____ I agree that my child will be free of fever (without medication, ie Tylenol, Advil, etc.) , vomiting and/or diarrhea for 24 hours prior to entering LCA Preschool.

_____ I understand that my child cannot attend LCA Preschool on a day(s) in which he/she is ill, as defined in the Parent Handbook.

_____ I understand that I (or authorized person(s) on my Emergency Contact List, if I can’t be reached) will be contacted should my child become ill while at LCA Preschool. I agree to pick up my child promptly upon such notification.

_____ I understand that I must inform LCA Preschool within 24 hours, or the next business day after my child or any member of our immediate family has developed any communicable disease (please reference the Parent Handbook for examples or contact our office if you have questions). I also understand that life threatening diseases must be reported immediately.

Rights of the Licensing Agency

_____ I understand that the Department of Social Services licensing department has the authority to inspect as specified in the Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535. They have the right to interview children attending LCA Preschool, or LCA Preschool staff without prior consent. This authority includes the right to inspect, audit, and copy the child’s records upon demand during normal business hours.

Terms of this Admission Agreement

_____ I understand that this admission agreement is valid for the 2020 – 2021 school year and summer program ending August 6, 2021 unless:

The parents withdraw their child with two (2) weeks written notice or LCA Preschool terminates this agreement per the Parent Handbook dismissal policy.

I have read, understand, and will comply with all of the policies and procedures included in the Admission Agreement and in the LCA Preschool Parent Handbook.

Signature _____

Print _____

Date _____

Annual Registration Fee: \$100 per student

This **non-refundable** fee is required to enroll your child in our program and secure their placement. The fee helps to cover the cost of curriculum and insurance.

Tuition Rates	Monthly Fee
5 Day (M-F)	
Half Day (8:30am – 11:30am)	\$410
Preschool Plus/Enrichment (8:30am – 3pm)	\$620
Full Day (7am – 6pm)	\$750
3 day (M/W/F)	
Half Day (8:30am – 11:30am)	\$280
Preschool Plus/Enrichment (8:30am – 3pm)	\$515
Full Day (7am – 6pm)	\$585
2 day (T/TH)	
Half Day (8:30am – 11:30am)	\$230
Preschool Plus/Enrichment (8:30am – 3pm)	\$385
Full Day (7am – 6pm)	\$480
Optional Services (if space is available)	
Half Day (3hrs.) @ \$50 per day	Extra Hours @ \$6 per hour

Discounts

Multiple Children: Applies to children enrolled in the Preschool and Elementary School. The youngest child enrolled is considered to be the first child. No multiple child discounts apply to the first child. This discount applies to siblings only; it does not apply to children within an extended family. Preschool students must be enrolled for a minimum of 5 half-days, 3 preschool plus/enrichment days or 3 full days for discounts to apply.

Multi-Child Percentage Discount

2nd Child 10%; 3 or more Children 50% each

Other: We offer a 10% discount to active duty military, sworn peace officers and full-time firefighter families.