

ENROLLMENT AND ADMISSIONS AGREEMENT

HEIGHTS CHRISTIAN SCHOOLS

Chino Hills Christian Preschool

2092 Chino Hills Parkway, Chino Hills, CA 91709 • (909) 627-6678 • FAX (909) 627-0299
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CHILD NAME: _____ DATE: _____

CHILD INFORMATION

Last Name:			First Name:
Sex:	Age:	DOB:	Home Phone:
Home Address (street, city, zip):			

PARENT INFORMATION

Father's Full Name:	Mother's Full Name:
Father's Occupation:	Mother's Occupation:
Father's Business Address:	Mother's Business Address:
Father's Business Phone:	Mother's Business Phone:
Father's Cell Phone:	Mother's Cell Phone:
Father's Email:	Mother's Email:
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Single	
Who has legal custody of the child?	Do both parents have legal rights to the child? Please Specify:

ATTENDANCE INFORMATION

First Day of Attendance (date): / /	Program Enrollment: <input type="checkbox"/> Preschool: 2-6 yrs (1:12 ratio) <input type="checkbox"/> Toddler Option 18 -24-30 mo (1:6 ratio)
Program Attendance: <input type="checkbox"/> Full-Day (6:00 am – 6:30 pm) <input type="checkbox"/> Half-Day (8:30 am – 12:00 pm)	Days Attending: <input type="checkbox"/> 5 <input type="checkbox"/> 3 <input type="checkbox"/> 2
Is child potty trained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
<i>2-day program is Tuesday & Thursday. 3-day program is Monday, Wednesday, & Friday. If other arrangements are desired, they must first be approved by the director.</i>	

FAMILY INFORMATION

Siblings enrolled in our preschool, elementary, or junior high system:	
Name: _____	Grade: _____ Campus: _____
Name: _____	Grade: _____ Campus: _____
Name: _____	Grade: _____ Campus: _____
Other siblings in the home: Name: _____ Age: _____, Name: _____ Age: _____	
Other members in the household: _____	
Family's Church Affiliation: _____	

MORE ON REVERSE SIDE

ENROLLMENT AND ADMISSIONS AGREEMENT

- ◆ Tuition is a weekly, flat-rate fee and is due in-full regardless of absent days.
- ◆ Tuition payments are due on Mondays.
- ◆ **ALL PAYMENTS** are due on Mondays (tuition, late fees, etc.). Accounts with any outstanding balance after 12:00 PM on Wednesdays will be assessed a late fee of \$20.00, due on the following Monday.
- ◆ Accounts that are not kept current may result in the child being removed from our program.
- ◆ A service charge of \$40.00 will be assessed for each NSF check that is issued to the school. All checks physically returned to us by the bank have had two attempts made to be cleared, thus resulting in a total of \$40.00 in fees. After two returned checks, cash or money orders only will be accepted for future payments.
- ◆ If using Visa, MasterCard or Discover, a \$7.00 convenience fee applies per transaction.
- ◆ Receipts for tuition payments are available upon request.
- ◆ Upon enrollment, first and last weeks' tuition is due and is non-refundable.
- ◆ A registration fee is due upon enrollment and each year thereafter and is non-refundable.
- ◆ A fine of \$1.00 per minute for late pick-up after 6:30 PM will be assessed and due with the next tuition payment. Habitual tardiness could be grounds for dismissal from the program.
- ◆ The preschool is open Monday-Friday from 6:00 am to 6:30 pm, except on the following holidays: Presidents' Day, Memorial Day, Labor Day, July 4th (or Friday before/Monday after), Thanksgiving (Thursday and Friday), and Christmas vacation (closed December 24th at 1:00 pm through January 1st).
- ◆ Our school is a faith-based school, and thus there is a Christian emphasis throughout every aspect of your child's daily experience with us including, but not limited to, instructional settings, weekly chapel, and playtime. Your signature indicates you understand and support our Christian emphasis.
- ◆ Our school has adopted an official harassment policy, which is in the registration packet. Your signature indicates you have read and understand the policy.
- ◆ Causes for possible removal from the program include, but are not limited to: disciplinary issues, reckless or dangerous behaviors, repeat biting, harassment, verbal or physical abuse of staff or students, non-cooperation with staff, non-payment of account, and philosophical differences with the values of Family Resource Ministries.
- ◆ The California Department of Social Services has the right to interview children and/or staff and has the right to inspect and audit child and/or childcare records relating to the operation without prior consent. (Title XXII, 101200)
- ◆ Our school has a *Parent – Student Handbook*, which is included in the registration packet. Your signature indicates you have read and understand the handbook.
- ◆ 2-weeks written notice is required prior to withdrawal.
- ◆ 30-days advance notice will be given prior to any rate change.
- ◆ **Non-Discrimination Policy:** Our preschool admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded to and/or available to students at school.

I, the undersigned, am the person financially responsible for the Tuition payments. I have read and understand this "Enrollment and Admissions Agreement" and agree to the conditions of admission set forth in this agreement.

I agree to keep my account balance current. I agree to pay any late fees, returned check charges, late pick-up fines, or other fees that might be incurred during my child's enrollment.

I agree to pay \$ _____ for ____ days per week for my child to attend preschool from ____ AM to ____ PM.

Printed Name

X _____

Signature

Date

OFFICE USE ONLY

Date Form Returned: _____ Fee Paid: No Yes Amt. Paid \$ _____

Cash Receipt # _____ Charge Check # _____

Special rate, discount, or arrangements made by Director:

IMPORTANT: You must **FAX** this form to the RC immediately for billing purposes: **714.921.9484**