



Hilltop Preschool

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www.hilltoppreschool.com

State License No. 304370345

2011/2012

PARENTS NOT WORKING IN THE CLASSROOM ADMISSIONS AGREEMENT

PARENT RESPONSIBILITIES AND OBLIGATIONS

(This information is also contained in your handbook)

Please place a check next to the program in which your child will be enrolled:

Seeds **Sprouts** **Blooms** **Blossoms**

1) BASIC SERVICES:

Children must be the following age by enrollment:

Seeds & Sprouts - 2.9 years (and toilet trained) through 6 years of age.

Blooms – 4 years old by September of current school year through 6 years of age

Blossoms – 4.9 years old by September of current school year through 6 years of age

School hours and days are:

9:30 a.m. - 1:00 p.m.

Seeds- Monday, Tuesday (2 days)

Sprouts-Wednesday, Thursday, Friday (3 days)

Blooms- Monday, Tuesday, Wednesday, Thursday (4 days)

Blossoms-Tuesday, Wednesday, Thursday, Friday (4 days)

All children should bring a sack lunch. Above school hours exclude holidays.

2) PAYMENT PROVISIONS PER CHILD:

- Basic monthly rate due on or before the first (1st) of each month:

Seeds Program only: \$260.00 (2 days per week)

Sprouts Program only: \$345.00 (3 days per week)

Note: Families requiring a 5-day program may enroll concurrently in the Seeds and Sprouts program upon availability. Monthly tuition for concurrent enrollment is \$515 which is a 15% discount off the combined monthly tuition of the two programs.

Blooms or Blossoms Program only: \$415.00 (4 days per week)

- Snack fee is included in quoted prices.
- Parents who are interested in reducing tuition can request to work in the classroom. For each day you work, your tuition will be reduced by \$25. If you are interested in this option please indicate the number of days per month you would like to work in the classroom _____.
- Yearly, non-refundable Registration/Insurance Fee is **\$175** for new students, **\$150** for returning students

In the unlikely event that any of the responsibilities and obligations are not met, the following fees will be assessed and are due and payable within one month from notification:

- Tuition received after the 5th of the month will incur a late charge of **\$10.00**.
- After the 10-minute pick-up allowance, a fee in the amount of **\$5.00** will be assessed for each succeeding 10-minute period until your child is picked up from school.
- A missed mandatory General Meeting will result in a **\$35** fine per offense (September, January & April)
- Failure to complete your Ways & Means (fundraising) obligation will result in a fee of **\$60.00** per each of the five hours required (for a maximum total of **\$300.00**)
- Failure to fulfill your Auction obligations will result in a fee of **\$300.00**

- Failure to complete the Job obligation will result in a fee of **\$300.00**. To ensure the proper maintenance of the facility, a \$30 fine will be assessed for applicable jobs not completed before or on the monthly Clean-up Day (for a maximum total of \$300).
- Failure to complete your Maintenance obligation will result in a fee of **\$125.00** per obligation (for a maximum total of \$200.00)

3) REFUND POLICIES: Registration and Insurance Fees are non-refundable.
\$175 for new students, **\$150** for returning students

4) WITHDRAWING FROM ENROLLMENT/CONDITIONS OF TERMINATION:

A. **Written notice of intention to withdraw from school shall be given to the Director, no less than 30 days in advance of withdrawal.**

B. Members withdrawing from school prior to the end of the year are responsible for the following:

- Immediate payment of all unpaid fees and charges incurred.
- Tuition through and including 30 days from date of notice, regardless of the child's last day of attendance.
- Completing the prorated Maintenance obligation or paying the prorated fee.
- Completing the prorated Ways and Means obligation or paying the prorated fee.
- Completing or paying the prorated Job obligation
- Completing all workdays (30 days from notice). Failure to fulfill your workdays will result in a fine of \$35.00 per each missed workday.

C. **If notice of withdrawal is received after April 1, 2012 then June's tuition shall be forfeited.**

5) SUPPLEMENTARY SERVICES:

A. Field trips: Field trips are scheduled periodically. Transportation is provided by parent volunteers who meet, and provide proof of, California State insurance requirements.

B. The minimum insurance coverage recommended is as follows:

Bodily injury: \$100,000 per person- \$300,000 per occurrence

Property damage: \$50,000 per occurrence

Medical payments: \$5,000 per person

Uninsured motorist: \$50,000 per-\$100,000 per occurrence

6) ADMISSION REGISTRATION PACKET:

All of the following documents need to be **CAREFULLY** read and completed prior to your child's enrollment and admission into Hilltop Preschool.

- Program and Participation Form
- Admissions Agreement (Parent Responsibilities and Obligations)
- Admissions Agreement Receipt
- Identification and Emergency Information (LIC 700)
- Child's Preadmission Health History - Parent's Report (LIC 702)
- Physician's Report (Child's Preadmission Health Evaluation) (LIC 701)
- Consent for Emergency Medical Treatment (LIC 627)
- California School Immunization Record (PM 286)
- Notification of Parents' Rights (LIC 995)
- Caregiver Background Check Process (LIC 995E)
- Personal Rights (LIC 613A)
- General Information (required by Licensing)
- Parent's Information and Interest
- Parent's Social Security and Drivers License
- What is Scrip/Earthquake kit/Fieldtrip
- Driver's Certificate of Safety and Insurance
- Car Seat Form (required by Licensing)
- Field trip Permission Slip (required by Licensing)
- Permission to Reproduce Information/Permission for Advertising (required by Licensing)

PARENTS NOT WORKING IN THE CLASSROOM-RESPONSIBILITIES AND OBLIGATIONS

1. Philosophy Orientation Day (mandatory for all families)

A Philosophy Orientation Day is scheduled Friday, September 9th from 9:00a.m.-1:30 p.m. On this day you will be learning the Hilltop philosophy.

I have read and understand the Philosophy Day obligation _____ (initials)

2. General Meetings:

General Meetings keep our membership informed of Hilltop business. At some of the meetings a community speaker is invited to share information on subjects which will be of interest to our members. You must be present for the entire meeting to receive attendance credit. Our meetings are held the third Wednesday each month from 7:00 p.m. - 9:00 p.m. Families not working in the classroom are invited to attend the General Meeting each month, however attendance is not required. Attendance for all families is required at the three mandatory General Meetings held in September, January and April.

I have read and understand the General Meeting obligation _____ (initials)

3. Ways and Means (Fundraising) Obligations:

Five hours per year. This refers to you assisting with a preplanned fundraiser. There will be numerous opportunities throughout the year that you may select from to meet this requirement. An example would be manning a carnival booth for a couple of hours or making ribbons at home. A buyout for this obligation is available at \$300 (\$60 for each required hour).

I will complete this obligation _____ (initials) or I will buy out this obligation for \$300_____ (initials)

4. Auction:

Each family is required to collect donations worth \$150 or more to be auctioned off at the school's annual Auction Fundraiser. In addition, each family is required to sell a minimum number of tickets to the event (typically four tickets), and sell a minimum number of raffle tickets (typically \$20 worth). A buyout for this obligation is available for \$300.

I will complete this obligation _____ (initials) or I will buy out this obligation for \$300_____ (initials)

5. Job and/or Committee Obligation:

Each member shall hold a job or committee position during the entire school year (scheduler, librarian, president, maintenance committee, secretary, etc.). Upon payment of the registration fees, each member shall then select a position from the job list. The Vice-president has the job books, describing each position that she distributes to each member accordingly. In addition, each member is responsible for keeping this book current and returning it to the Vice-president at the end of the school year, or upon their withdrawal from Hilltop. A buyout for this obligation is available for \$300.

I will complete this obligation _____ (initials) or I will buy out this obligation for \$300_____ (initials)

6. Maintenance Obligations:

Two per year (one maintenance job in addition to one of the scheduled clean-up days). This refers to your actual improvement, repair or maintenance of Hilltop grounds or inventory when requested to do so by the Housing and Maintenance Chairperson. There will be numerous opportunities throughout each semester that you may select from to meet this requirement. An example would be painting some playground equipment or taking the vacuum cleaner to be repaired and returning it to school. A buyout for this obligation is available at \$250 (\$125 for each of the two items).

I will complete this obligation _____ (initials) or I will buy out this obligation for \$250_____ (initials)