



Hilltop Preschool

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www.hilltoppreschool.com

State License No. 304370345

2010/2011

PARENTS 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

Sprouts-Wednesday, Thursday, Friday

Blooms- Monday thru Thursday

Blossoms-Tuesday thru Friday

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: \$175.00** (2 days per week)
 - Sprouts Program only: \$225.00** (3 days per week)
 - Blooms or Blossoms Program only: \$260.00** (4 days per week)
 - (Note: 5-day option available on year by year basis: \$290.00)**
- Snack fee is included in quoted prices.
- Basic yearly rate per child: Non-refundable Registration/Insurance Fee:
 - \$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.
- Failure to complete your Ways & Means (fundraising) obligation will result in a fee of **\$50.00** per each of the five hours required (for a maximum total of \$250.00)
- Failure to complete your Maintenance obligation will result in a fee of **\$100.00** per semester (for a maximum total of \$200.00)
- One missed **non-mandatory** General Meeting is allowed per year. Upon missing the 2nd General Meeting, you will be required to fulfill a "Shadowing" day prior to the next General Meeting and pay a **\$35** fine. Upon missing the 3rd General Meeting, you will be fined **\$70.00** and required to fulfill a "Shadowing" day prior to resuming work in the classroom. The 4th missed General Meeting and beyond will be reviewed by the Director and the Board. A missed mandatory general meeting will result in a **\$35** fine per offense (September, January and April)

- Failure to complete the Job obligation will result in a **\$250** fine. To ensure the proper maintenance of the facility, a \$25 fine will be assessed for applicable jobs not completed before or on the monthly Clean-up Day (for a maximum total of \$250).
- 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:
- a. Immediate payment of all unpaid fees and charges incurred.
 - b. Tuition through and including 30 days from date of notice, regardless of the child's last day of attendance.
 - c. Completing the prorated Maintenance obligation or paying the prorated fee.
 - d. Completing the prorated Ways and Means obligation or paying the prorated fee.
 - e. Completing or paying the prorated Job obligation
 - f. 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, 2011 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.
- A. Program and Participation Form
 - B. Admissions Agreement (Parent Responsibilities and Obligations)
 - C. Admissions Agreement Receipt
 - D. Identification and Emergency Information (LIC 700)
 - E. Child's Preadmission Health History - Parent's Report (LIC 702)
 - F. Physician's Report (Child's Preadmission Health Evaluation) (LIC 701)
 - G. Consent for Emergency Medical Treatment (LIC 627)
 - H. California School Immunization Record (PM 286)
 - I. Notification of Parents' Rights (LIC 995)
 - J. Caregiver Background Check Process (LIC 995E)
 - K. Personal Rights (LIC 613A)
 - L. General Information (required by Licensing)
 - M. Parent's Information and Interest
 - N. Parent's Social Security and Drivers License
 - O. What is Scrip/Earthquake kit/Fieldtrip
 - P. Driver's Certificate of Safety and Insurance
 - Q. Car Seat Form (required by Licensing)
 - R. Field trip Permission Slip (required by Licensing)
 - S. Permission to Reproduce Information/Permission for Advertising (required by Licensing)
 - T. Health Screening Report-Facility Personnel (LIC503)
 - U. Scheduling Information

PARENTS WORKING IN THE CLASSROOM-RESPONSIBILITIES AND OBLIGATIONS

GENERAL:

1. Orientation & Philosophy Days (mandatory for all adults participating in the classroom)

Two Orientation and Philosophy Days are scheduled the week prior to the first day of school in September. These are the days you will be learning the Hilltop philosophy and the physical set-up of the classroom. Any member unable to attend either of the Orientation Days will be required, **prior to their first work day**, to spend observation/orientation days at school from 9:00a.m.-1:30 p.m. If you are unable to fulfill your work days, your tuition will be increased by \$35 for each work day that is missed.

2. Parent In-Service (mandatory for all families)

At Hilltop, Staff/Parent In-service serves many purposes. We strive to create a growthful environment for children as well as adults. Our in-service will be integrated into our program in the form of workshops and speakers. It will cover such topics as active listening, limit setting, problem solving, child development and different ways young children learn. Our program uses the book, Parent Effectiveness Training (PET), by Thomas Gordon. Parent In-Service, for the most part, will be integrated into our monthly General Meeting (see below for schedule) and is mandatory for all adults participating in the classroom.

MONTHLY:

1. 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. If you are unable to attend an entire General Meeting, you must make-up the in-service aspect of the meeting by fulfilling "Shadowing" days and paying appropriate fines as outlined in section 2C of the handbook.

2. Workday Requirements: (Classroom Participation Families)

Monthly work responsibilities- per each child enrolled

2-Day program- 2 workdays per month plus one alternate day

3-Day program- 3 workdays per month plus one alternate day

4-Day program- 4 workdays per month plus one alternate day

5-Day program- 5 workdays per month plus one alternate day

Alternate days: No more than one alternate (on call) day per month. In the event you are called into work on your alternate day, the parent you are replacing works your next scheduled workday; thus not increasing the number of workdays.

A working parent is expected to be at school no later than 9:00 a.m. on their workday to help set-up for the school day and to remain until 1:30 to help clean the classrooms and outside.

If something unforeseen happens the morning of your workday that prevents you from working or arriving at school on time, you will need to call the scheduling parent or appropriate person as soon after 7:00 a.m. as possible, but no later than 9:10 a.m. This is necessary for the consideration of other working parents and also to maintain the smooth functioning of our school day. Either the alternate parent or the emergency parent will be called into work as a substitute. You will then be notified as to whether you will be working the alternate's next scheduled workday or paying the emergency fee of \$35 within one month.

If you do not notify the scheduling parent (or appropriate person) by 9:10 a.m., in addition to paying the emergency fee as stated above, you will also be scheduled for a make-up workday.

SEMESTER:

1. 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.

2. 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.

YEARLY:

1. 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, which 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.