



## Our Savior Lutheran Ministries Preschool Admissions Policies

**Please read thoroughly and initial each line. Your signature is required on the bottom of the page.**

*Our Savior Lutheran Ministries Preschool is a California State Licensed Center (License #013415043). We exceed the State's standards for health and safety. We admit children 2-5 years of age of any race, color, nationality and ethnic origin. For a list of program activities as well as supplemental services please check our website at [www.oslm.net](http://www.oslm.net).*

### Child Day Care Licensing

\_\_\_ State regulations require these forms be on file for each child: Identification & Emergency Information (LIC 700), Preadmissions Health History (LIC 702), Physician's Report & Shot Record (LIC 701), Parents Rights (LIC 995), Personal Rights (LIC 613A), and Consent for Medical Treatment (LIC 627). Any changes to the information on these forms must be immediately conveyed to the Preschool Office.

\_\_\_ To be eligible for our Two-Year-Old Programs, a child must be two by Dec.1, 2021, and cannot start until they are two. To be eligible for our Three-Year-Old Programs children must be three by Dec.1, 2021. To be eligible for our Four-Year-Old Pre-K Programs children must be four by Dec.1, 2021. We work on potty-training with our children enrolled in our Two-Year-Old Programs. All children enrolled in our Three and Four-Year-Old Pre-K Programs must be fully potty- trained.

\_\_\_ Our Two-Year-Old Programs have a 1:5 ratio, our Three-Year-Old Programs have a 1:7 ratio, and our Four-Year-Old Pre-K programs have a 1:9 ratio.

\_\_\_ The Department of Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The Licensee shall make provisions for private interviews with any children or staff member, and for the examination of all records relating to the operation of the facility. The Department of Licensing Agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and then have a licensed medical professional physically examine the children.

### Health and Safety

\_\_\_ If your child contracts a communicable disease, please inform the school. Be certain that your child is not contagious before returning to school. Assessment on whether a child is well enough to participate in our program is left to the discretion of the teacher. If your child is turned away at the classroom door or you are called during class time to pick up your child due to an illness, your child will not be admitted to class the following day. One full day of no fever is required before a child will be allowed to return to class. A Doctor's note will be required.

\_\_\_ Medications are only given if prescribed (with written instruction) by doctor. Parent/Guardian must fill out the medication form available at the Preschool Office. (See Incidental Medical Service Plan in Parent Handbook for more detailed information.)

\_\_\_ Parents must provide a nutritious morning snack of two separate food groups for their child. Soda, gum, or an overabundance of sweets are not allowed. (An afternoon snack will be provided to all children enrolled in our Full Day Program; a snack schedule is posted on our full day board.) Parents of Full-Day children will need to pack a nutritious lunch for their child containing at least two food groups.

\_\_\_ Pesticides that are effective will be used in a manner that minimizes the risks to people, property, and the environment, and only after other options have been shown ineffective. Notices will go up 24 hours before pesticides are used and stay up for 72 hours after. A list of pesticide used can be found on our website [www.oslm.net](http://www.oslm.net) .

\_\_\_ For the safety of all our children while at school and school events we ask that you only take photographs or video of your child.

\_\_\_ For the safety of your child, a parent/guardian or authorized adult will be required to sign their child in and out each day using our Brightwheel app. A \$150 charge will be added to your TADS account for failure to do so.

\_\_\_ Permission forms must be filled out and returned to the teacher before a student is permitted to participate in planned educational field trips (more information regarding field trips can be found in our Parent Handbook).

\_\_\_ In the event of a school cancellation due to weather or emergency conditions an e-mail as well as a phone blast will go out to all families.

### Tuition Terms and Conditions

\_\_\_ Tuition is an annual fee which must be paid in its entirety either up front or in monthly payments.

\_\_\_ The party signing this agreement is responsible for all late and NSF (Non-Sufficient Funds) fees assessed.

\_\_\_ Payment of tuition, and other charges are due on or before each due date according to the payment date selected with your tuition agreement.

\_\_\_ Delinquent payments may result in the suspension of student.

\_\_\_ A \$35 fee will be charged to your account for any returned checks.

\_\_\_ A \$35 fee will be charged to your account for late payments.

\_\_\_ Students may not start the next academic year if the prior year's tuition is not paid in full without authorization from the Preschool Director.

\_\_\_ If after the first month of enrollment either party feels Our Savior Lutheran Preschool is not a good fit, the child can be withdrawn from the program and no further fees will be charged.

\_\_\_ Any child wishing to withdraw after the first month of enrollment will need to give a 30-day written notice and will be responsible for the monthly fees through the 30 days.

\_\_\_ In the event any legal action taken by the school to collect past due financial obligations, the prevailing party will be entitled to its cost of collections, including reasonable attorney fees.

\_\_\_ Rates will not change without a 30-day written notice.

\_\_\_ Modifications to the original copy of the admissions policy shall be made whenever circumstances covered in the agreement change, and shall be dated and signed by a parent or guardian.

\_\_\_ The admissions agreement shall be automatically terminated by the death of the child. No liability or debt shall accrue after the date of death.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_