

Diamond Bar Community Preschool

400 South Rancheria Road
Diamond Bar, CA 91765
(909) 861-2260

www.diamondbarcommunitypreschool.org

Enrollment Contract 2017-2018

Date: _____

Child's Name: _____ Birthdate: _____ Gender: M/F

Mother: _____ Father: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Mother's Employment: _____ Phone: _____

Father's Employment: _____ Phone: _____

Enrolling Child in 2-day _____ 3-day _____ 5-day _____

.....
I (we) will use the sibling nursery for my younger child(ren) on my work days: yes / no

If "yes", please complete the *Nursery Confirmation Form* included in this packet.

1. Membership

As a parent member of DBCP, I (we) agree to submit for the child and the working parent, all required forms, immunization dates, TB test results, and proof of auto insurance. Students will not be allowed to attend until all required forms have been submitted. In addition, working parents will not be allowed to work until an updated immunization record and TB test results are on file.

Initials _____

2. Fees

All fees are non-refundable. This includes registration and summer school deposits.

Initials _____

a. Registration: I (we) agree to submit a \$50.00 (for returning families) or \$100.00 (for new families) non-refundable registration fee at the time of registration.

Initials _____

b. Insurance: I (we) agree to pay a non-refundable insurance fee of \$50.00 per student no later than the first day of school.

Initials _____

3. Tuition

a. I (we) agree to pay the first month's tuition by the first day of school. Tuition thereafter is due on the first of each month, October through June. If tuition is paid after the 5th of the month, there is a late fee of \$25. There is a sibling discount of 10% off the monthly rate of the highest paid tuition.

Initials_____

b. I (we) agree to pay the following tuition:

2 day program is \$151 a month

3 day program is \$243 a month

5 day program is \$345 a month

Initials_____

c. Returned checks will be charged a \$25 fee.

Initials_____

4. Work Days

a. I (we) agree to work at the school each month for each child enrolled in the school:

2-day program: approximately 2 work days, 1 sub day

3-day program: approximately 3 work days, 1 sub day

5-day program: approximately 5 work days, 2 sub days

Initials_____

b. Sibling Nursery: If using the nursery, I (we) will work approximately 1 day per month in the nursery.

Initials_____

c. If unable to work a scheduled work day, I (we) will pay a substitute fee of \$25.

Initials_____

d. I (we) understand ALL families are required to work at the end-of-year Carnival.

Initials_____

5. Committees

I (we) agree to serve on a committee appointed by the Vice President.

Initials_____

6. Meetings

I (we) agree to attend the parents' General Meetings usually held the first Monday of every month at 7:30 PM at the school. After one allowed missed meeting, there will be a \$25 fine per additional missed meeting.

Initials_____

7. Fundraisers

a. I (we) agree to participate in the mandatory major fundraiser events to be determined by the Executive Board (there will be a maximum of 3 total mandatory major fundraiser events for the year; fundraisers subject to change if necessary). **This mandatory participation will include preparation work, attendance time, and a monetary obligation as follows:**

1. **Trike-A-Thon:** \$100.00 per child for the Trike-A-Thon event

2. **One (1) or two (2) additional fundraiser events to be determined by the Executive**

Board: \$180.00 per child total

Initials_____

b. Each family will be equally obligated to participate in these mandatory major fundraisers. Failure to meet the full participation requirements will result in a \$200 fine.

8. Field Trips

I (we) agree to attend two (2) field trips per year as an extra supervising adult. **Initials**_____

9. Housekeeping Friday/Saturday

a. I (we) agree to work one (1) Friday or Saturday, doing Housekeeping (extra cleaning) at the school per year. Supplies are provided. **Initials**_____

b. Failure to work a Housekeeping day will result in a \$100 fine. **Initials**_____

c. If you are later than 15 minutes, you will be considered a no-show, resulting in \$100 fine. **Initials**_____

10. Withdrawals

a. Enrollment is for a full school year. However, if it is necessary to withdraw the child from the program, a two-week written notice must be given to the Director, President or Membership Chairperson. If this is done, prepaid tuition will be refunded. **Initials**_____

b. In the case of an early withdrawal from the program, your family will still be obligated to meet the required Trike-A-Thon and additional major mandatory fundraiser event(s) contributions totaling \$280.00. **Initials**_____

c. In case of an early withdrawal, your family must ensure that your Housekeeping day is covered or pay a \$100 fine. **Initials**_____

d. In case of an early withdrawal, your family must ensure that work days are covered or pay a \$25/workday fine. **Initials**_____

11. Failure to satisfy numbers 1-10 of the Enrollment Contract may result in school fines, additional work days, and/or withdrawal from the school as follows:

a. You are allowed one excused absence from general meetings. **Initials**_____

b. 2nd unexcused absence fee: \$25.00 **Initials**_____

c. 3rd unexcused absence fee: \$25.00 + extra work day + evaluation for dismissal **Initials**_____

d. Substitute fee: \$25.00 **Initials**_____

e. Missed Housekeeping Day fee: \$100.00 **Initials**_____

f. Failure to meet the full participation requirements of all major mandatory fundraisers (Trike-a-Thon plus 1-2 events to be determined by Executive Board): \$200 fine **Initials**_____

g. Late pick up (5 minutes grace period) fee: \$1.00 per minute **Initials**_____

h. Returned check fee: \$25.00 **Initials**_____

i. Tuition is due on the 1st of the month and is considered late after the 5th of the month. Late tuition payment fee: \$25.00 **Initials**_____

Child's Name: _____ Date: _____

President

Date

Mother's Signature

Date

Father's Signature

Date

Diamond Bar Community Preschool does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, disability, marital or familial status, ancestry, national origin, nor any other category that is protected by federal law or other applicable laws and regulations.