

# Diamond Bar Community Preschool

400 South Rancheria Road  
Diamond Bar, CA 91765  
(909) 861-2260  
www.diamondbarcommunitypreschool.org

## Enrollment Contract 2024-2025

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 \_\_\_\_\_

The items below that are marked with an \*, are items that are subject to change based on our current health situation and LA County guidelines.

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.

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### 1. Membership

As a parent member of DBCP, I (we) agree to submit for the child and the working parent(s), 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 \$100.00 per student no later than the first day of school. Please note: This fee is for the liability insurance that the

school MUST carry as required by the state of California.

Initials\_\_\_\_\_

### 3. Tuition

a. I understand that tuition is based on the school year and divided into 10 equal payments (September-June). Parents will pay a full month's tuition regardless of holidays and vacations.

Initials\_\_\_\_\_

b. I (we) agree to pay the first month's tuition by the first day of school in September. Tuition thereafter is due on the first of each month, **October through June**. If tuition is paid after the 5<sup>th</sup> 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\_\_\_\_\_

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

2-day program is \$310 a month for 10 months (\$3,100/year)

3-day program is \$410 a month for 10 months (\$4,100/year)

5-day program is \$510 a month for 10 months (\$5,100/year)

Initials\_\_\_\_\_

d. 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 \$40.

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 7:00 PM via zoom. 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. **This mandatory participation may include preparation work, attendance/work time on day of event, and a monetary obligation totaling \$280.00 per student, split as follows:**

1. **Trike-A-Thon:** \$200.00 monetary donation per student

2. **Spring Fundraiser, which may include Pancake Breakfast:** \$50.00 purchase of tickets per student, plus an additional \$30 monetary donation.

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.

Initials\_\_\_\_\_

**8. \*Field Trips\***

Please note: unless specified, school will NOT be held on field trip days.

Initials\_\_\_\_\_

**9. \*Housekeeping Saturday\***

a. I (we) agree to work one 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. Any tuition not already paid for the two-week notice time period will be due at the time of withdrawal.

Initials\_\_\_\_\_

b. \*\*In the case of an early withdrawal from the program, your family will still be obligated to fulfill the required major mandatory fundraiser event(s) obligations and monetary 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 your scheduled work days are covered through the two-week notice time period or pay a \$40/workday fine.

Initials\_\_\_\_\_

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

a. You are allowed one excused absence from general meetings.

Initials\_\_\_\_\_

b. 2<sup>nd</sup> (unexcused) absence fee: \$25.00

Initials\_\_\_\_\_

c. 3<sup>rd</sup> (unexcused) absence fee: \$25.00 + extra work day + evaluation for dismissal

Initials\_\_\_\_\_

d. Substitute fee: \$40.00

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, Pancake Breakfast, any remaining balance): \$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 1<sup>st</sup> of the month and is considered late after the 5<sup>th</sup> of the month.  
Late tuition payment fee: \$25.00

Initials \_\_\_\_\_

**j. Families will be given written notice via email and hard copy letter of any fines due. The written notice will include the deadline by which fine(s) must be paid. If fines are not paid by the deadline, the student will not be allowed to continue attending school until fines are paid.**

Initials \_\_\_\_\_

**12. Facebook**

a. All families are required to be active on DBCP's Facebook page. This is the most efficient way for us to communicate with everyone in a timely manner.

Initials \_\_\_\_\_

**13. COVID-19**

a. In the event of an outbreak of confirmed COVID cases, school will close immediately, and instruction would be provided 5 days a week from 10:00 am – 11:00 am via Zoom.

Initials \_\_\_\_\_

**14. Unforeseen Circumstances**

a. Unforeseen circumstances (COVID cases, power outages, etc.) in the School's operation may necessitate changes in policies and credit will not be given. Members will receive prior notification.

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

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**President**

**Date**

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**Mother's Signature**

**Date**

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**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.*