

ADMISSION AGREEMENT

Basic Services:

Trinity Lutheran Early Learning Center and School Age Program offers care in a learning environment for children ages two through six. We offer varied schedules from 1 day per week to 5 days per week, half and full day programs. We are open from 7:30am until 5:45pm. Our After-School program is for children six years through twelve years of age. During the school year it will run from 2:00pm-5:45pm. During the summer months and other school vacations, it will run from 7:30am-5:45pm. We offer two nutritious snacks each day, one in the morning, and one in the afternoon.

Optional Services:

Our program offers a Chapel Service, which is age appropriate for each age group each week. We go on occasional field trip to various locations depending on the age group of the children. The children go in private cars and use the proper restraining devices for their age. Several times each year we have special presentations that the children are involved in.

Payment Provisions:

There is an annual registration fee of \$60.00, which is non-refundable. Payment is made in advance by the tenth of each month unless prior arrangements have been made with the director. Extra hours are billed by the hour at the rate of \$3.75 per hour. Charges for optional services depend on the admission price of the event. Our fee schedule is as follows for the Toddler, Preschool and Pre Kindergarten programs.
Preschool and Pre Kindergarten Rooms:

Half day rate:

5 days	\$400.00	Full day rates: 5 days	\$550.00
4 days	\$340.00	4 days	\$480.00
3 days	\$270.00	3 days	\$390.00
2 days	\$200.00	2 days	\$300.00
1day	\$130.00	1day	\$190.00

Toddler Room:

Half day Rate:

5 days	\$450.00	Full day rates: 5 days	\$620.00
4 days	\$380.00	4 days	\$536.00
3 days	\$300.00	3 days	\$432.00

2 days	\$220.00	2 days	\$328.00
1 day	\$150.00	1 day	\$204.00

The Preschool/School Age Programs will not be in session on the following holidays:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Memorial Day	Thanksgiving Friday
4 th of July	Christmas Eve
Labor Day	Christmas Day

If a holiday falls on a weekend, Friday or Monday may be taken in lieu of the holiday.

Evaluation of Fees:

In the summer of each year, fees will be re-evaluated. If the fees are to be increased, parents will be notified in writing 30 days in advance before the increase will go into effect.

Refunds:

A two week notice is required for a child to withdraw from the preschool for any reason. If you withdraw your child and have paid for the entire month, the month will be prorated and you will receive a refund for the remainder of the month.

Rights of the Licensing Agency:

Health and Safety code section 1596.825 provides in part: Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of this act, or the regulations adapted by the department pursuant to this act.

Health and Safety code section 1596.853 provides in part: Any person may request an inspection of any child daycare facility in accordance with the California Child Care Daycare Facilities Act by transmitting to the department notice of alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A compliance may be made orally or in writing.

The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complaint specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any

The Facility will have designated trained staff that will be appointed by the child's authorized representative and properly trained on the various services the center provides.

The child's authorized representative is responsible for providing all medications and supplies as well as any training required to the staff of the facility. It is our policy that the parent or person dropping off the child hand all medications directly to the teacher. It is never to be in a diaper bag, back pack or lunch pail. Facility employees may never deviate or change the written authorization or directions from the child's physician. The facility must have a designated trained staff person on staff while the child is present at the facility. Medications that are expired or are no longer being used must be returned to the parent or designated representative. If not picked up the medication must be properly disposed of by the staff.

CARE AND STORAGE:

All medications and supplies must be stored in a secure, inaccessible, locked container. Those requiring refrigeration must be kept in the refrigerator in a locked container.

ADMINISTRATION OF MEDICATION OR INCIDENTAL MEDICAL SERVICES:

Once all requirements have been met, designated trained staff can administer medication or incidental medical services to the prescribed child following all required directions by the physician.

DOCUMENTATION:

Parents or authorized representatives need to ask a staff person to obtain their child's medications at the end of the day unless they remain at Preschool on an as needed basis.

Signature of Center Representative _____ Date _____

Signature of Parent or Guardian _____ Date _____

Preschool Plan of Operation in regards to the Administration of Medications and Incidental Medical Services:

Trinity Lutheran Preschool and School Age Program will enroll children that may need services for any of the following:

- Blood-Glucose Monitoring
- Administration of Inhaled Medications
- Glucagon Administration
- Gastrostomy Tube: G-tube
- Epi Pen Jr. and Epi Pen
- Insulin administration
- Emergency Anti-Seizure
- Other incidental medical Services

Medication and Incidental Medical Services Administration Policies are as follows:

The following requirements must be met before staff can administer any medication and or Medical Services:

- Written Authorization and instructions from the child's physician from a valid prescription
- Written Authorization from the child's authorized representative. Parents must complete the Parent Consent for Administration of Medications form.
- Medication, supplies, and equipment must be in the original, labeled container with the child's name on it and not be expired.
- The Facility will maintain documentation of medication and Incidental Medical Services on a log after every time it is administered as well as informing the parent when used.
- Proper safety precautions will be in place. Staff must wear gloves when dealing with blood or bodily fluids, wash hands properly and dispose of instruments in an approved container.

The law authorizes the person in charge of the childcare facility to deny access to a parent/guardian if that parent/guardian is behaving in a way that poses a risk to children in the facility OR the adult is a no custodial parent, and the custodial parent had requested the facility in writing not to permit access to the no custodial parent.

Reason For Termination

1. Non payment of tuition.
2. Failure to bring necessary paperwork-Physicians report within the 30 days after the child enters preschool.
3. Inability of the school to meet the needs of the children.
4. If the child's behavior continually disrupts school activity, other children, teachers, or our program or puts other children in danger, the child's parent/guardian will be notified and a conference will be requested. If the behavior continues, the parent will be notified that the child should not continue in our program.
5. Parents may withdraw their child from the Preschool or After School Program for any reason, but need to give the Preschool two weeks notice of the withdraw of the child.

Signature of the Center
Representative _____ Date _____

Signature of the Parent
Guardian _____ Date _____

record published, released, or otherwise made available to the licensee shall disclose the name of any person mentioned in any complaint, except the name of any duly authorized officer, employee, or agent of the department conducting the investigation pursuant to this charter.

Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within 10 days after receiving the complaint, where the visit would adversely affect the licensing investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In the event, the complaint shall be promptly informed of the department's proposed course of action.

Upon issuance of a license for a child day care facility or upon denial, revocation, or temporary suspension of a license or within 24 hours of finding that physical abuse or sexual abuse has occurred, the department shall notify the resource and referral agency funded under section 8210 of the Education Code for that jurisdiction. (The resource and referral agency shall be notified of the final resolution)

The Department had the authority to interview children, staff, and to inspect and audit child or childcare records, without prior consent.

The licensee shall make provisions for private interviews with any child/children or staff member, and for the examination of all records relating to the operation of the child care center.

The Department has the authority to observe the physical condition of the child(ren) including conditions that could indicate abuse, neglect or inappropriate placement.

Parents Rights:

Parents/Guardians, upon presentation of identification, have the right to enter and inspect the childcare facility their child attends without advance notice to the provider. This right can only be exercised during the facility's normal operating hours or at any time the child is receiving care at the facility. Parents/Guardians have the right to file a complaint against the facility with the licensing agency. Parents/Guardians have the right to review, at the facility site, licensing reports of facility visits and substantiated complaints against the facility. The facility is not required to keep this information beyond three years. Only information available in the public file of the local licensing agency is to be made available at the local licensing agency. The law prohibits discrimination or retaliation against any child or parent/guardian should the parent/guardian choose to exercise his or her right to inspect the facility or to file a complaint against the facility.

The law requires that the parent/guardian be informed of their rights.

The law requires that a notice of Parent's Rights be posted in the facility in a location accessible to all parents/guardians.