



Desert Christian Academy Toddler Age Group Admission Agreement

Community Care Licensing Title 22 (101218.1) requires that one or more interviews with each child's parent or authorized representative be conducted so that we can understand the state of the child's health and physical and emotional development, and assess whether we can meet each child's needs.

This form is required by CCL to be signed by the parent or authorized representative within seven days of admission. It also requires the signature of the director.

At the time that any changes or updates are made to our program policies and/or admission agreement an updated Admission Agreement must be signed.

We are a licensed preschool that also has what CCL refers to as a "toddler option" program which allows us to serve students as young as 18 months. Preschool 1 (PS1) is the designated "toddler option" classroom and can serve up to 12 students ages 18 months up to 36 months. Depending on each individual child's developmental needs toddlers may transition over to the 2-3 yr old preschool classroom when they turn two, if space is available. Parents will be informed before their child is transitioned into another classroom. At the time of a toddler's transition into the preschool a new admission agreement must be signed indicating their child has been transitioned out of the toddler age group and into the preschool age group.

❑ Basic Services

DCA Preschool provides care to children between the ages of 18 months through 5 years old. We shall provide this service from 7am until 12:30 pm for half day students, and 5:30pm for full day students Monday through Friday, August through May, except on scheduled holidays or school vacation days as outlined in our school calendar.

❑ Tour

The parent(s) has/have met with the Director and /or the Admissions Director to visit and observe the Preschool with his/her child and were informed of the application process.

❑ Application

An application must be submitted by the parent and/or authorized representative through RenWeb. It is \$75 and is non-refundable. An interview (required, as mentioned above) will be scheduled after the submission of the application. The child should attend the interview.

❑ Interview

The formal interview will be conducted by the preschool director and/or one of DCA's leadership team members. At this meeting, questions about health, social and emotional development and language skills are discussed in addition to many of the school policies and expectations. Acceptance is based upon the Director's assessment of whether the program can meet the needs of the child.

❑ Forms required by CCL

The following forms are required by CCL for each child's preschool file: Identification and Emergency Form, Admission Agreement, Pre-Admission Health History, Physicians report (details below), Notification of Parent's Rights, Consent for Emergency Medical Treatment, and Personal Rights Form. These must be completed and signed by the parent and/or authorized representative and turned in before the child's first day of school.

❑ Physician's Report

A licensed physician MUST evaluate the child's general health. A completed and signed Physician's Report must be on file at the school no later than the child's 30th day of enrollment. Past thirty days a child will not be allowed to attend school until the report has been turned in to the director.

❑ Enrollment Packet

If/when accepted an enrollment packet will be emailed to the parent/authorized representative. Once submitted the school will contact the family confirming the start date and other details for the child's first day of school. The \$300 registration fee as well as the book fee (\$50PS, \$100PK) is required to complete the enrollment packet. A birth certificate and social security number for each child is required for enrollment.

❑ Tuition Agreement

Tuition forms are sent as part of the enrollment packet. It lists extensively all financial obligations of the family. If any financial obligations become 60 days delinquent the child will not be allowed to attend school until the balance has been settled or arrangements have been made with the finance department. DCA has the option, at its sole discretion, of dismissing students for non-payment. Once a student begins a new quarter at DCA parents or authorized representatives are required to pay for the entire quarter. No refunds of partial tuition are due to the payor or the family of the child under any circumstances. Every student's tuition account must be current for official acceptance and completion of enrollment/reenrollment.

❑ Immunizations

Each child is required by law to have all immunizations current and up to date before beginning school. No exceptions. Students must have the following of each vaccine listed here. 3 Polio, 4 DTaP, 3 Hep B, 1 MMR, 1 Hib, 1 Varicella.

❑ Parent Volunteers

Parents who volunteer at the preschool are required to complete a LiveScan. Information on where to begin the fingerprint clearance process is available in both the main office and Preschool office. Volunteers are also required by the state to submit documentation of the following vaccines: TDaP, MMR, and Influenza.

❑ Summer

There is a summer program offered for the months of June and July. Space is limited in the summer. Tuition for the summer program is separate from that of the school year's and the tuition amount is determined year by year. Information regarding the program is distributed in the Spring.

Overview of Preschool Policies:

- ❑ Children should arrive no earlier than 7am. The latest drop-off time is 9:00AM. If your child will be arriving after that time, the director must be informed. No child will be dropped off after 11:30 AM.
- ❑ Pick-up time for half day students is no later than 12:30pm. Full day students must be picked up before 5:30pm. There will be a charge of \$1/minute for each minute after 12:30 PM/5:30 PM.
- ❑ For students struggling with separation anxiety, parents may stay with their child and help with their needs until 8:30 AM. After 8:30 AM, parents will be required to leave and allow teachers to handle the various situations that arise in the classroom.
- ❑ The procedure for signing in and out must be followed per state law. Please sign your child in/out using your ID# at the designated computer in your child's classroom. If the computer is unavailable or the internet is down there will be a sign-in sheet with which you can sign your full legal name and indicate the time.

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- ❑ Only parents and authorized representatives may sign the child out of school. Siblings under 18 may not sign children in or out. For emergencies/special situations, a phone call or email is required from the parent in order to change the pick-up plan. All those on the pick-up list (including parents) need to bring their ID when picking up.
- ❑ CCL requires that a quick health for each child is done daily by the teacher to ensure that no symptoms or signs of illness are evident. Children showing signs of illness WILL NOT be accepted into school that day. Signs and symptoms of illness include but are not limited to fever (100 degrees or more), suspicion of pink eye, rash, chicken pox, symptoms that would prevent the child from full participating in the regular functions of the school day (case by case).
- ❑ Parents are required to inform the school at once of any changes to the information contained on the licensing forms including but not limited to health conditions/allergies, emergency information and immunization updates.
- ❑ It is of great importance that when you pack your child's lunch for school that it is done with food safety in mind and is best when it includes at least 4 of the 5 food groups from the USDA nutrition guidelines. DCA preschool follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the snacks we serve.
- ❑ This is a nut-sensitive preschool. Items showing nuts in the ingredient list will not be served and will be sent home to be enjoyed. Peanut alternatives such as sunbutter and safe butter are both great alternatives to peanut butter.
- ❑ Title 22 101226 states that a licensee may choose to provide incidental medical services when a parent/authorized representative has provided written authorization and obtained instructions from the child's physician. DCA preschool will follow all Title 22 regulations when administering inhaled medication or epipen medications to students. Incidental Medical Services are explained in more detail in the Preschool Parent Handbook.
- ❑ Behavior, injury, and illness reporting is a parental right that programs have 24 hours to communicate. DCA preschool will notify parents by phone call and/or an email.
- ❑ Behavior reports are emailed within 24 hours to keep parents informed of behavioral concerns and corrective actions taken by staff in alignment of the Behavior and Discipline Policy. They also provide us with a documented history of our efforts in supporting children's progress towards more appropriate behaviors. All Behavior Reports are written by teachers then reviewed, approved, and submitted by the Director who emails the information on to the parent. Parents may receive a phone call in addition to receiving an email. DCA Preschool *Behavior and Discipline Policy* is in the Preschool Parent handbook.

A child's eligibility for initial and continued enrollment is conditional upon the following:

- ❖ Compliance with all applicable rules and regulations issued by the Preschool and/or DCA. DCA reserves the right to dismiss, at its sole discretion, any student or family who demonstrates incompatibility with the educational process, the philosophy, goals, objectives, standards, rules, policies, or procedures which it establishes.
- ❖ DCA Preschool has the authority to dismiss a child at any time if the incident is in direct violation of Community Care Licensing Title 22 Regulations.
- ❖ In the event that Desert Christian Academy Preschool determines that the needs of a child cannot be met within our program.

This agreement shall terminate upon the following occurrences:

- ❖ If parents and/or guardians voluntarily elect to end enrollment.
- ❖ Failure to pay tuition and fees as agreed to in the tuition agreement.

Rights of the Licensing Agency:

The Riverside County Community Care Licensing Agency shall have the inspection authority specified in Health and Safety Code Sections 1533, 1534, and 1538.

1. Health and Safety Code Section 1533 provides in part: Any duly authorized officer, employee or agent of the California State 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, any provision of this chapter.
2. Health and Safety Code Section 1534 provides in part: Every licensed community care facility shall be periodically inspected and evaluated for quality of care by a representative or representatives sent by Community Care Licensing. Evaluations shall be conducted every 1-5 years to ensure the quality of care being provided. We are Licensed Preschool Provider (#334805292).
3. California Code of Regulations, Title 22 requires Personal Rights be upheld. Any person may request an inspection of any Community Care Facility in accordance with the provisions of this chapter by transmitting to the State Department of Community Care Licensing notice of an alleged violation of applicable requirements prescribed by statutes or regulations of this state including, but not limited to, a denial of access of any person authorized to enter such facility. Any such notice shall be in writing, specifying to a reasonable extent the details of the alleged violation.
4. California Community Care Licensing has the right to interview children on site without prior parental notice.

As required by CCL, parents have received a copy of this Admission Agreement for their personal records.

Student Name: _____ DOB: _____

Parent/Guardian (Print) _____

Parent Guardian (Sign) _____ Date: _____

Director: _____ Director's Signature: _____ Date: _____