

**PLEASE KEEP
THIS SECTION
FOR YOUR
RECORDS**



Admission Agreement 2021-2022 School Year

Rancho Bernardo Community Presbyterian Church Preschool
17010 Pomerado Road, San Diego, California 92128
Phone: (858) 487-0824 Email: rbcpcpreschool@rbcpc.org

KEEP FOR
YOUR
RECORDS

PLEASE FILL IN YOUR CHILD'S NAME, READ COMPLETELY AND SIGN

Child's Name _____

OUR PROGRAMS – Please circle the class you are enrolling in

TWO-YEAR-OLDS – Children who turn two-years-old on or before September 1, 2021

			<u>Annual Tuition</u>	<u>/ 10 Equal Payments</u>
Tue./Thr.	(2.5 hours – 2x a week)	8:30 a.m. - 11:00 a.m. OR 12:30 p.m. - 3:00 p.m.	\$2,450	\$245
Mon./Wed./Fri.	(2.5 hours – 3x a week)	8:30 a.m. - 11:00 a.m. OR 12:30 p.m. - 3:00 p.m.	\$2,950	\$295

THREE-YEAR-OLDS – Children who turn three-years-old on or before September 1, 2021

Tue./Thr.	(3 hours – 2x a week)	8:30 a.m. - 11:30 a.m. OR 12:30 p.m. - 3:30 p.m.	\$2,700	\$270
Mon./Wed./Fri.	(3 hours – 3x a week)	8:30 a.m. - 11:30 a.m. OR 12:30 p.m. - 3:30 p.m.	\$3,550	\$355
Fantastic Friday	(3 hours – 1x a week)	8:30 a.m. - 11:30 a.m. OR 12:30 p.m. - 3:30 p.m.	\$ 950	\$ 95

*This class includes children from different classes and will be held as long as COVID regulations allow for it.
Children enrolling in Fantastic Friday must also be enrolled in a Tuesday/Thursday class.*

FOUR-YEAR-OLDS – Children who turn four-years-old on or before September 1, 2021

Mon./Wed./Fri.	(3 hours – 3x a week)	8:30 a.m. - 11:30 a.m. OR 12:30 p.m. - 3:30 p.m.	\$3,550	\$355
Mon. - Thr.	(3 hours – 4x a week)	8:30 a.m. - 11:30 a.m. OR 12:30 p.m. - 3:30 p.m.	\$4,700	\$470
Mon./Wed./Fri.	(6 hours – 3x a week)	8:30 a.m. - 2:30 p.m.	\$5,550	\$555
Fantastic Friday	(3 hours – 1x a week)	8:30-11:30 a.m. OR 12:30-3:30 p.m.	\$ 950	\$ 95

*This class includes children from different classes and will be held as long as COVID regulations allow for it.
Children enrolling in Fantastic Friday must also be enrolled in a Monday - Thursday class.*

School Calendar:

- The first week of Preschool will be August 30, 2021-September 3, 2021. The last week of Preschool will be May 30, 2022-June 3, 2022.
- The Preschool closely follows the Poway Unified School District school year calendar, observing similar holiday and vacation periods. A full Preschool calendar of events, observed holidays and vacations will be provided to parents at the beginning of the Preschool year.

Tuition:

- An annual, non-refundable registration fee of \$125.00 shall be paid at the time of registration.
- Tuition may be paid by electronic fund withdrawal (EFW), cash or check in 10 equal payments.
- We strongly encourage all families to take advantage of the EFW option!
- Tuition is due on the 20th of each month for 10 payments, from August 2021 – May 2022.
- A late fee of \$20 per occurrence may be assessed if tuition is not received by the 25th of each month.
- No tuition allowance is made for absence or Preschool closure due to disasters including pandemic, flood, fire, earthquake, extreme weather or road conditions or, other similar acts of God.
- Two weeks advance notice is required in case of withdrawal. Unused tuition will be refunded, if so requested, in a written, two week advance notice of the withdrawal.

Parent Participation:

- Parents are welcome visitors to the Preschool at any time. All parents visiting the school must sign in at the Preschool Office and receive a visitor's name tag.
- Parent Conferences are scheduled twice a year for three, four, and five-year-old children. Conferences for two-year-olds can be scheduled on an as-needed basis.

Notice of State Rights:

- The Community Care Licensing agency has the authority to interview clients, including children, parents, or staff, and to inspect and audit client facility records without prior consent. The licensing agency has the authority to observe the physical condition of a child, including conditions which could indicate abuse or neglect, and to have a licensed medical professional examine a child.

First Aid:

- Preschool staff members may administer simple first aid treatment to children as needed.

Snack Policies:

- The children will be served a snack each Preschool day. Parents are expected to periodically sign-up in their child's classroom to bring snack for their child's class.
- If a child has an Epi Pen for food or any other type of allergy, parents must fill out the Emergency Health Plan Form, prior to the start of school. The form can be obtained in the Preschool Office.
- If the Epi Pen is for a food allergy, parents must supply food for their child's snack each Preschool day.
- Peanut foods are not permitted on the Preschool campus, during school hours.
- If a child requires a special diet due to food allergies (that do not require an Epi Pen) or other circumstances, parents must communicate with the Preschool staff in order develop a snack plan for their child.

Photo, Video and Contact Information Policies:

- The Preschool staff may take candid photographs and/or videos of children for Preschool use only. Permission to take such photographs is presumed absent a parent's written notice to the Preschool to the contrary.
- Parents may take photos and video of their child during Preschool activities, but agree to be respectful in doing so and refrain from interfering with the Preschool activities. Parents agree that, to the extent any of their photos and videos include any Preschool children or siblings other than their own, that such photos will be used solely for personal, non-commercial, and appropriate uses.
- Many parents and staff at the Preschool enjoy sharing photos and videos of Preschool events with other Preschool parents via Internet-based sharing websites, such as Facebook, Snapfish, Costco, You Tube, etc. Any parent who does NOT want pictures or video clips including their child posted on any such Internet-based sharing site agrees to inform the Preschool and the parents of each of their child's classmates of such preference via email or via a writing distributed in each class member's bucket. Permission for such posting is presumed absent such notification. Parents agree to use their best efforts to abide by other parents' stated preferences regarding Internet-based posting. All parents agree that neither the Preschool nor any parent shall be liable for any inadvertent posting.
- Room coordinators will be provided with parents' name, address, phone number and email address for use in distributed class rosters and Preschool-related activities. Permission to provide such information is presumed unless a parent notifies the Preschool in writing to the contrary.
- Permission to use all email addresses submitted on the Id & Emergency form in our Mail Chimp group which is used to send out weekly office newsletters is presumed, absent a parent's written notice to the Preschool to the contrary.

Forms required by the Preschool (attached, please complete and return):

- This Admission Agreement, Identification and Emergency Health Information Form, Child's Pre-Admission Health History – Parent's Report, Medical Release and Permission Slip, Parent's Rights and Personal Rights Information, Physician's Report, Child Blood Lead Test Compliance Form, Photocopy of Child's California School Immunization Record showing the following immunizations: 3 Polio, 4 DPT, 1 MMR, 4 HIB (1 if given after 1st birthday), 3 HepB, 1 Varicella, Electronic Funds Withdrawal Form (if electronic withdrawal is desired)

Forms required by the Community Care Licensing agency:

- Parents' Rights, Personal Rights, Caregiver Background Check Process Information

Parent Handbook:

- The Parent Handbook details important information regarding Preschool policies and procedures – copies are available in the Preschool Office and online at <http://www.rbcpcpreschool.org/parent-handbook/>. Your signature on this agreement acknowledges that you have read and understand all items contained in the Preschool Parent Handbook.

Termination:

- This Agreement may be terminated with or without cause at the discretion of the Preschool Director, Early Childhood Education Committee, or Parents.

I understand the above information and agree to the terms of this Agreement.

Parent/Guardian Signature _____ **Date** _____

Preschool Representative Signature _____ **Date** _____

**CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS****PARENTS' RIGHTS**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: San Diego North District Office

Licensing Office Address: 7575 Metropolitan Dr. Suite 104 San Diego, CA 92103

Licensing Office Telephone #: (619) 278-3700

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

RBCPC Preschool

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

**2021-2022
MEDICAL RELEASE FORM**

AUTHORIZATION FOR CONSENT TO FIRST AID AND EMERGENCY MEDICAL TREATMENT

As Parent/Guardian of (Child's Name) _____, I authorize representatives of the Rancho Bernardo Community Presbyterian Church Preschool, as my agents, to administer first aid treatment and to consent to emergency medical procedures as deemed necessary by the attending emergency medical personnel. By signing below, I understand that I am giving authorization in advance for any first aid treatment and emergency medical treatment that may be reasonably required. Unless I revoke it in writing, this authorization shall remain effective while my child is enrolled at the Rancho Bernardo Community Presbyterian Church Preschool.

Parent/Guardian Signature _____ Date ____/____/____

Specific information regarding medication reactions and/or allergies: _____

PERMISSION SLIP

(Child's Name) _____, has our permission to accompany the Rancho Bernardo Community Presbyterian Church Preschool Staff on school-sponsored walks in the surrounding neighborhood and in case of emergency to walk to a safe place in the surrounding neighborhood while enrolled at Rancho Bernardo Community Presbyterian Church Preschool.

(Please note: We do not take field trips, in cars, off campus during school time.)

Parent/Guardian Signature _____ Date ____/____/____

EMERGENCY PROCEDURE INFORMATION

RBCPC Preschool has plans and procedures in place in the event of an emergency. The following cell phone number will be used in the event that the phone lines are down: **858-583-4862**

Please note: Should the Preschool building need to be evacuated, our first choice is to go to an alternate building on the campus (i.e. Fellowship Center). If that is not an option, we will go to the Rancho Bernardo Swim and Tennis Club located at 16955 Bernardo Oaks Dr., San Diego, CA 92128.

MEDICAL INFORMATION / FORMS

PLEASE SUBMIT ALL REQUIRED MEDICAL INFORMATION AND COMPLETED FORMS TO RBCPC PRESCHOOL AT YOUR EARLIEST CONVENIENCE, PRIOR TO JULY 26, 2021.

If your child CURRENTLY ATTENDS Drop-Off Preschool with us, we already have their medical forms on file and it is not necessary to re-submit the information. If however, your child has received recent vaccinations and/or you have updated medical information that we should be aware of, please contact us and/or submit the appropriate forms.

If this is your child's FIRST YEAR in a Drop-Off class at RBCPC Preschool, we are required to obtain certain medical forms in order to complete your child's registration. The three required forms are:

1. Immunization Record (Requirements below)
2. Physician's Report (LIC 701)
3. Child Blood Lead Test Compliance Form

IMMUNIZATION REQUIREMENT

If this is your child's first year in a Drop-Off class at RBCPC Preschool, please submit a current copy of your child's immunization record. The vaccines listed below are legally required by the State of California for entry into preschool.

3 Polio

4 DTap

4 HIB (1 if received after first birthday)

3 Hep B

1 MMR

1 Varicella

PERSONAL RIGHTS**Child Care Centers****KEEP FOR
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Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Community Care Licensing

NAME

Mission Valley District Office Childcare

ADDRESS

8765 Aero Drive, Suite 300

CITY

San Diego, CA

ZIP CODE

92123

AREA CODE/TELEPHONE NUMBER

619-467-4388

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

RBCPC Preschool

(PRINT THE ADDRESS OF THE FACILITY)

17010 Pomerado Rd. San Diego, CA 92128

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

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IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://ccld.ca.gov/contact.htm>.