



# Desert Christian Academy PS/PK 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.

## Process of enrollment:

1. **Tour:** Each family should tour the facility prior to an application being submitted. We cannot accommodate walk-in tours, they must be scheduled with the director, in advance.
2. **Application:** An application must be submitted by the parent and/or authorized representative through RenWeb. It is \$75 and is non-refundable. An interview will be scheduled after the submission of the application, as detailed below.
3. **Interview:** The interview will be conducted by the preschool director and/or assistant director. The interview includes, but is not limited to, questions about the child's overall health, social and emotional development, and language skills. Acceptance into the program is based upon the Director's assessment of whether the program can meet the individual needs of the child.
4. **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 \$400 registration fee as well as the materials fee (\$50Todd-PS, \$100PK) is required to complete the enrollment packet. A birth certificate and a social security number is required for each student.
  - a. **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.
5. **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.
  - a. **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.
  - b. **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 or they will not be admitted into school. 3 Polio, 4 DTaP, 3 Hep B, 1 MMR, 1 Hib, 1 Varicella.
6. **Re-Enrollment:** In order to guarantee a space for their child for the following school year, parents must re-register their student(s) by the re-registration deadline.
7. **Summer Program:** There is a summer program offered for the months of June, July and part of August. Space is limited in the Summer. Tuition for the summer program is separate from that of the school year's.



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## **Overview of Operations and Primary Policies:**

1. **Hours of Operation:** 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.
2. **Drop-off procedures:** Drop-off is from 7:00-8:30 daily. **The latest drop-off time is 8:30 AM.** Tardiness is disruptive to the classroom's routine and educational time in the morning. For this reason, late arrivals must have prior approval from the director. **No student will be admitted to class after 10:00 AM.**
  - a. **Signature required at each drop-off and pick-up:** We will follow the state requirements regarding sign-in/out by offering a hands free check-in system. **Parents/authorized representatives will sign their child(ren) in/out by using the Brightwheel app on their own personal mobile device.** A full, legal signature is required at both drop-off and pick-up.
  - b. **Separation anxiety** is to be expected in the first couple of weeks as we all readjust to a new routine. The DCA Preschool staff will be here to comfort your child and to help them recover and engage in an activity after saying goodbye to their loved ones at drop off. You will get an update on Brightwheel as soon as the student settles into class so you can rest easy knowing they are okay.
  - c. CCL requires a health check for each child **before** they are accepted into class for the day. Parents will complete an at-home health check and complete the health check during the sign-in process. **Children that have exhibited any signs of illness in the last 24 hours WILL NOT be accepted into school that day. Signs and symptoms of illness include but are not limited to fever (100.4 degrees or more), sniffles/runny nose, cough, suspicion of pink eye, rash, lethargy or symptoms that would prevent the child from fully participating in the regular functions of the school day. DCA reserves the right to ask for a doctor's note in order for a child to be readmitted back into the preschool.**
3. **Pick-up procedures:** Pick-up time for half day students is between 12:00-12:30 PM. 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.**
  - a. 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.

For full details regarding all policies for Desert Christian Academy Preschool, refer to the Preschool Parent Handbook which is distributed every August/September or provided upon request.

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

- a. 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.
- b. 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.
- c. In the event that Desert Christian Academy Preschool determines that the needs of a child cannot be met within our program.



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This agreement shall terminate if parents and/or guardians voluntarily elect to end enrollment and/or for 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. Desert Christian Academy Preschool licensed preschool provider facility number is 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.

A copy of this Admission Agreement can be provided, upon request.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent name (print) \_\_\_\_\_ Parent Signature \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_