

Admissions Policies

- We believe in equal care for all children without regard to race, color, religion, national origin or ancestry.
- All children must have proper medical and health information (as required by the state of California) to be enrolled in Star Prep Preschool. A child must be at least 18 months old to participate in our program.
- There is a \$50 initial, non-refundable registration fee, which does not apply toward tuition. Thereafter, there is a yearly fee of \$50. If a child drops from the program, registration must be renewed upon readmission, but space will not be guaranteed or reserved if the center is filled to capacity.
- All tuition is payable in advance. It may be paid monthly or semi-monthly. Payments are due on the first and the fifteenth of the month. A five-day grace period follows each of these days. If tuition is not paid by the fifth or the twentieth a \$10.00 late fee is applied and due with payment. Please be advised, after five late payments the late fee will increase to \$20.00.
- All cash & check payments are to be given to the director.
- Nonpayment of tuition by the due date may result in withdrawal of your child from our program.
- Fees are charged for each day the child is scheduled to attend. Holidays and random illnesses are not deductible from tuition.
- If a child withdrawn from the program after the tuition is paid there will be no refund.
- “Drop-in” care is available on a space available basis and will be charged at the single day rate.
- Star Prep Daycare cannot assume responsibility for your child until he or she is signed in by an adult who is authorized to do so.
- Our staff members can administer **only** prescription medicine. It must be in the original container labeled with your child’s name and written instructions from the doctor. Over-the-counter medicines will not be administered. **DO NOT** leave medicines in your child’s cubby or backpack.
- We reserve the right to refuse admittance to any child deemed by our staff on duty, not well enough to participate in the regular scheduled activities for that day. This is in keeping with the state laws that govern us. Children with fresh colds, fever, or contagious diseases will not be admitted to school.
- If the child remains in the program past their regular scheduled time, a \$1.00 per minute fee will be charged and will be payable at the time of pick up of your child. We reserve the right to refuse admittance if the late fee is not paid. Children are subject to dismissal after three late pick-ups.
- Prior to 8:00 AM you may bring breakfast for your child and we will provide milk or juice. If you occasionally forget breakfast or lunch, please notify a staff person and we will provide the meal. You will be billed \$1.50 for breakfast \$3.00 for lunch. Snacks will be provided for your child and in the AM and one after naptime.
- We are obligated by law to report any suspected child abuse.
- All families will be notified thirty days in advance regarding any rate changes that may occur.
- All clients will be informed of their rights and the client’s rights will not be violated.
- All parents are welcome to visit their child at any time during regular business hours. However, we ask, as a courtesy Please do not come to visit your child during our scheduled naptime. This interrupts nap for so many other children, as well as your own.



LIC # 3761005557

- Basic services provided by staff members include but are not limited to:
 - A developmentally appropriate curriculum
 - A safe environment for your child to experiment and learn about the world around them
 - A positive, qualified staff ready to assist in many areas
- All children must have an emergency information form filled out prior to enrollment, and any changes in address or phone numbers will be updated regularly.
- Basic rules of the center include, but are not limited to:
 - Each child should treat others with respect
 - Students are encouraged and guided by staff members to live by the golden rule.
- Reasons for termination include but are not limited to:
 - Disruptions to the others that interfere with classroom activities and the learning of fellow students
 - A child continuously hurting other children and/or staff member
 - Excessive biting, which causes continues complaints from others
 - Nonpayment of fees
- All lunches are to be provided by the parent

I have read this admission packet and agree to follow the centers policies.

Parent _____ Date _____

Child's Name _____