



## **Learning Stars Infant Care & Preschool**

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### **CONTRACT**

Learning Stars Infant Care and Preschool offers a superior preschool experience in a loving environment. The program is experience-based and designed to develop the child's individuality, creativity, and knowledge through social-dramatic play, music, art, and academics. We strive to fulfill the intellectual, emotional, social, and physical developmental needs of each child and inspire achievement and excellence.

*Experienced, fully trained staff that meet or exceed all educational licensing requirements set by the State of California for professional supervision of this program.*

Learning Stars Infant Care and Preschool accepts all children regardless of race, color, creed, or national origin.

### **ENROLLMENT AND ADMISSION**

The following are established criteria for the enrollment and admission that are required by the State of California.

### **GENERAL REQUIREMENTS AND INFORMATION**

Your child's formative years are most important for growth and development. All areas of learning are explored: Language, social studies, math, science, music, creative arts, and physical education.

1. A personal interview with the Director is necessary to exchange information and plans for a successful adjustment to preschool and the child's separation from the parent(s) or legal guardian(s).
2. Parents must complete the following required forms prior to admission:
  - Enrollment Contract

- Physician's Report
- Child's Pre-admission Health History/Parent's Report
- Personal Rights Parent's Rights
- Parent's Rights
- Emergency/Identification Information
- Consent for Medical Treatment
- Copy of Child's Birth Certificate

## **DISCIPLINE**

Learning Stars Infant Care and Preschool disciplinary practices involve redirection through the use of words.

**NO PHYSICAL PUNISHMENT MAY BE USED AT ALL.**

## **POTTY TRAINING**

Training in this area will be offered to the children who are not fully trained. Parents or legal guardians are required to continue everyday training at home in order for a successful transition. It is the parents' or legal guardians' responsibility to provide and maintain supplies for their child (ren), such as diapers, wipes, creams, powder, etc.

## **HEALTH REQUIREMENTS**

1. Children will be accepted for preschool/kindergarten between the ages of two and six years. Children must be in good health. Children must be properly immunized against the following:
  - DTP (Diphtheria, Tetanus, and Whooping Cough)
  - Polio
  - German Measles
  - Measles
  - Hepatitis B
  - TB (Tuberculosis)
  - Varicella (Chicken Pox)
2. Each child must have a written medical clearance from the physician at the time of admission and emotionally be able to participate in an active preschool/kindergarten program.
3. Parents must have a plan for providing care when the child is ill or has a contagious condition. Children who are ill may **NOT** attend preschool/kindergarten until they are well. If a child becomes ill at school, the parent(s) or guardian(s) will be called for the immediate pick-up of the child. **To prevent any contagion, the child must be free of fever for twenty-four (24) hours before returning to preschool/Kindergarten.**
4. No medication will be administered without the written authorization from the parent(s) or guardian. Medication will be given at 12:00 noon.
5. All medicine must clearly have the child's name on it.

6. Original prescription(s) must have the child's name on the original container. Medication will **NOT** be given if the prescription(s) **DO NOT** possess the child's name on the original container.

## **TERMINATION OF ENROLLMENT**

The Executor or the Director may terminate the enrollment of any child for repeated late pick-up of the child or failure to pay tuition, or when it is considered that the school cannot completely meet the needs of the child, which is up to the Directors discretion. In such cases, there will be NO refund of tuition or registration.

## **CLOTHING**

***For the safety of ALL children, ALL children must wear closed athletic shoes at ALL TIMES. NO EXCEPTIONS WILL BE MADE.***

All your children's belongings need to be labeled. The school is **NOT** responsible for lost items or labeling items.

## **REST**

Children who are in school all day are required by the State of California to be offered naptime. All Children must bring **ONE** crib size sheet and blanket. Pillows are optional. Every Friday blankets and sheets will be sent home for washing and are to be returned to school every Monday.

## **FEES**

The Director under the direction of the Study Circle Executor shall determine fees. Tuition and other fees are subject to change on a yearly basis.

1. A non-refundable registration fee shall be required at the time of admission.
2. Weekly tuition is due every Monday or Tuesday at the beginning of each weekly cycle.
3. Monthly payments may be made with the approval of the administrative staff. Please keep in mind that some months have five weeks, therefore payments must be adjusted accordingly. Weekly and monthly payments are due on the first of every month. Any tuition payment made by the 10<sup>th</sup> of the month, or thereafter, will result in a late payment fee of \$15.00 per late tuition.
4. There will be a \$15.00 charge for any returned check.
5. Tuition is **NOT** refundable in cases of absences. The weekly tuition amount will be the same for every week regardless of absences, holidays, and vacations. Learning Stars Infant Care and Preschool observes **ALL** National holidays.
6. Families are entitled to half off the week tuition for one complete week of vacation and one complete week of illness. With a total of two weeks off yearly.
7. Days may **NOT** be added from one week, month, or year to the next. However, both the complete vacation week and the complete illness week may be taken in conjunction with the other, yearly. In the event a lawsuit is commenced for unpaid tuition fees, attorney' fees incurred by Learning Stars will be paid by the parents of the enrolled child. The information contained in this e-mail message is intended only for the personal and confidential use of the recipient named above. This

message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

8. Failure to pay fees within a “three-week” period is cause for termination of enrollment of the child (ren).

All parents or guardians will be notified if any child in school has contracted a communicable disease. Depending on the nature of disease and state guidelines, the Department of Health may be notified. The child’s name a parent(s) or legal guardian(s) information will be given to the Department of Health for subsequent follow-up. Maximum student attendance of Sparkling Stars Preschool is determined by the State of California. Due to this reason, parents or legal guardians must notify the preschool Director one month in advance if they wish to withdraw their child (ren) from the preschool or kindergarten program. This will allow the preschool or kindergarten to enroll additional student(s). Failure to give advance notice will result in a one-month tuition penalty.

## **RECORDS AND EMERGENCY INSTRUCTIONS**

All identifying information for records must be provided in full detail. Any changes in the information-such as employment, residence, telephone numbers, authorized person to pick up the child (ren) in case of emergency (if parents or legal guardians cannot be reached)- must be reported to Sparkling Stars Preschool immediately.

## **DAILY SIGN-IN AND SIGN-OUT**

The person dropping off and picking up must sign the child in and out everyday. Signatures of such persons must sign his/her full name. Initials are **Not** accepted. Children will not be allowed to leave the school with any other person other than parents, legal guardians or any persons authorized by the parents in the application form. The person picking up the child (ren) must also provide a current photo identification card or passport.

**NO EXCEPTIONS WILL BE MAKE!**  
**THIS IS FOR THE SAFETY OF YOUR CHILDREN!**

## **STAFF**

The sizes of the classes are limited by the ratio of twelve children to one teacher. The staff is fully trained in the field of early childhood education. The staff meets or exceeds all state qualifications in the field of Early Childhood Education.

## **PARENT CONFERENCES**

Parent conferences are informal and are an important part of the preschool and kindergarten program. Conferences with the Director and your child's teacher will be scheduled during regular school hours. An appointment for the conference ***must be made in advance*** through the Director. If there is a concern of any special needs for a specific day, the parent(s) or legal guardian(s) should inform and consult the Director by submitting a written note or request or requesting a conference.

**FIRST, IS THE SAFETY AND WELL-BEING OF ALL THE CHILDREN IN OUR CARE!**

## **SAFETY**

There will be periodic fire drills and earthquake drills, Learning Stars Infant Care and Preschool also may participate in disaster drills that are by local emergency officers.

Students are required at all times to observe basic safety and health standards, including following directions of teachers and staff, washing of hands, etc.

Parents must prepare emergency preparedness kits for each child. (The outlines of necessary items are included in the parents' package.)

## **FOOD**

Nutritious snacks will be provided daily for your child in accordance with the Departments of Health and Social Services.

Any child at school before 8:00 a.m. will be provided with a healthy light breakfast.

## **HOURS OF OPERATION**

Children may arrive at 6:30 a.m. and must be picked up at or before 6:00 p.m.

1. Children must be picked up on time.
2. Failure to pick up your child on time will result in a late fee. The late fee is \$1.00 per minute past the designated pick-up time of 6:00 p.m.

• **Late-fees are to be paid directly to the closing teacher. Teachers are here on their own time after 6:00 p.m.**

3. Learning Stars Infant Care and Preschool observes legal holidays. Please consult the Director for specific dates.

**DEPARTMENT OF SOCIAL SERVICES**

Learning Stars Infant Care and Preschool has an *“Open Door”* policy, i.e., parents or legal guardians may visit the site at any time.

***\*\* Please sign below and return the ENTIRE contract to the Director. A copy of this contract will be given to you upon your request\*\****

**I have read and agree to be governed by the guidelines described in this contract.**

**Child’s Name:** \_\_\_\_\_  
**(Print)**                      **First**                      **Last**                      **Middle**

**Father’s Name:** \_\_\_\_\_  
**(or Legal Guardian)**                      **First**                      **Last**                      **Middle**  
**(Print)**

**Father’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(or Legal Guardian)**

**Mother’s Name:** \_\_\_\_\_  
**(Print)**                      **First**                      **Last**                      **Middle**

**Mother’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized School Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_