



ADMISSION CONTRACT

Preschool 2025/2026

All parents/guardians must read, accept, sign and date each page of the following “Admission Contract” prior to enrollment in Fountain Day School. If you have any questions, please ask for clarification. Policies and procedures are reviewed carefully numerous times over the course of a year. This contract may not include every element or detail in our policies. Policies and procedures are subject to change with approval from the school directors.

- 1) A child must be at least two years old at the time of enrollment.
- 2) Children are enrolled on the basis of age and readiness for preschool, when space is available. Fountain Day School does not discriminate against any prospective student on the basis of sex, ethnicity, or religion.
- 3) There is a 30-day probation period for all new incoming families.

COMPLETED REGISTRATION INCLUDE:

1. Credit Card Form (on file in case of late payment)
2. Fountain Day School Preschool Admission Contract
3. Physician's Report: completed and returned at time of enrollment (LIC 701)
4. Identification and Emergency Information: you must make sure that we are always updated on any changes of this crucial information. (LIC 700)
5. Child's Pre-Admission Health History Report (LIC 702)
6. Authorization to perform medical treatment by doctors, hospital or emergency facility, in case of emergency. (LIC 627)
7. Signed Parent's Rights document (LIC 995)
8. Signed Personal Rights document (LIC 613A)
9. Signed Swim permission slip.
10. Photo & Video Release Form
11. Allergy Alert Form

Parents Initials _____

SCHOOL HOURS

Operating hours are Monday through Friday 8:00 A.M. to 5:00 P.M. We recommend all parents/guardians pick up their children by 5:00 P.M. Any child still at school at 5:05pm will be subject to a fee of \$25.00 as outlined by Fountain Day School. If the child is still at school anytime after 5:15pm, an *additional* \$25.00 will be charged.

TUITION/CONTRACT

Tuition is based on a yearly charge. For the convenience of our families we allow tuition to be paid on a monthly basis.

- 1) Tuition is due on the fifteenth of the month for the upcoming month.
- 2) 5% discount is given per sibling for period during which children are attending FDS.
- 3) **We do NOT prorate for vacation, holidays or illness.**
- 4) After 60 days of uncollected tuition your account will go into collection. There will be an interest rate of 5% on all outstanding balances. This is in addition to the \$50 monthly recurring late fee as outlined in the Tuition Packet.
- 5) If you have to withdraw your family for any reason you are responsible to give us 45 days notice. You are responsible to pay for those 45 days.

MEALS

At Fountain Day School we have a keen appreciation of nutritional values. It is imperative for your child's overall development that they receive timely balanced and nutritious food. A hot and balanced lunch is provided daily. Snacks are provided mid morning and mid afternoon.

We are a nut free school.

10:15	Snack time
12:00	Hot Lunch
03:15	Snack time

AUTHORIZED PICKUP

- 1) NO student will be released to anyone other than those listed as "...authorized to take child from the facility," as provided by parent/guardian on the "Identification and Emergency Information, LIC 700" enrollment form.
- 2) UNLISTED PERSON PICK UP. Fountain Day School utilizes the Personal Family Password procedure. Parents must call Fountain Day School and authorize any person to pickup their child.

Parents Initials _____

DELIVERY TO SCHOOL AND ATTENDANCE

- 1) Each preschool child must be checked in and out of school daily by the parent/guardian/authorized person using either the Procare App (Parent/Guardians only), or using their assigned unique pin in the front office.
- 2) Please review and follow all our guidelines and requirements for a safe and successful drop off and pick up for the 2025/2026 year.
- 3) **PARKING....** Please park courteously! You may not block sidewalks, double park, park in the wrong direction, make your own spot or park in the staff parking area. Parking regulations are **STRICTLY** enforced by the City of West Hollywood. Parking stickers are free and allow you to park **LEGALLY** for 15 minutes to drop off and pick up in the parking lot, between the hours of 8:00am-10:00am, and 3:00pm-5:00pm. There is also a loading zone in front of the school which allows for a 10 minute window to park.
- 4) Repeated parking infractions by parents/guardians will be subject to administration action. Continued disregard for rules, regulations, policies and procedures may result in the termination of this contract and the expulsion of the student.
- 5) Roll call is taken daily.
- 6) Please notify the office if your child is sick, on vacation or is running late.

TEACHER MEETINGS/CONFERENCES

- 1) We welcome appointments for conferences. In respect for the privacy of our teachers, students and parents, please contact the office to arrange an appointment.
- 2) We encourage you to connect with us to ensure that you thrive in our school community. In our meetings we can share observations and strategies for a successful year.
- 3) It is our intention to work together with you as a team to provide the most engaging and successful year possible for you and your child.

BIRTHDAYS

- 1) We are happy to observe birthday parties. The Health Department requires that only commercial cakes or cookies be served. Contact the office for further clarification.
- 2) Only Mylar balloons are allowed on the school campus.
- 3) Class parties will be held for that class only.
- 4) All food items must also be nut free. Please make sure to check with your child's teacher about other allergies in the classroom.

Parents Initials _____

ILLNESS

- 1) Children enrolling in school are often making their first contact with a group of children. For this reason, they are susceptible to colds and to childhood illnesses. The only way we can safeguard the health of all our students is for parents and the school to cooperate in excluding any child who is not physically well.
- 2) No child will be admitted to school with symptoms of head cold, cough, sore throat, earache, upset stomach, rash or fever.
- 3) The school has no facilities for the care of sick children. In case of sudden illness or accident, the school will notify the parent. The parent **MUST** assume responsibility of coming for the child or sending a prearranged substitute.
- 4) Parents are advised to arrange with a relative or friend for occasional care of a child who may be excluded from school for health reasons.
- 5) **A child MUST maintain a normal temperature for at least 24 hours, without the use of fever reducing medication, after running a fever (100.4 and above) before returning to school.**
- 6) As soon as we are aware, Fountain Day School will make every attempt to notify parents, of any communicable diseases identified in school. At point of identification, a sign will be posted in the classroom notifying parents which disease has been identified.

DISCIPLINE

- 1) Corporal punishment is NOT administered at Fountain Day School.
- 2) Children are disciplined immediately with personal, quiet, constructive comments.
- 3) Repeated misbehavior is dealt with by redirection, teaching empathy, identifying triggers using the ABC method as well as meetings with teachers/administration.
- 4) Continuous discipline problems are handled by parent/teacher and or school Director conferences.
- 5) **FOUNTAIN DAY SCHOOL RESERVES THE RIGHT TO REFUSE SCHOOLING OR CHILD CARE FOR ANY CHILD WHO IS UNMANAGEABLE BY FOUNTAIN DAY SCHOOL STANDARDS.**
- 6) Continued self abuse or abuse of other children or staff members is dealt with by expulsion and considered a breach of this contract.
- 7) Every attempt will be made for an amicable parent/student/school relationship. Please call for a conference or appointment at the first sign of distress.

Parents Initials _____

CLOTHING REGULATIONS

- 1) Your child's name should be marked on all clothing.
- 2) Please supply a small cot blanket & crib sheet for your child's nap time.
- 3) **SOCKS MUST BE WORN AT ALL TIMES.**
- 4) For the safety of your child, only tennis or closed toe rubber-soled shoes may be worn. **NO BOOTS, OPEN-TOE SANDALS, CLOGS, CROCS, UGGS, OR MOCCASINS.**
- 5) **NO COSTUMES** except for Halloween and Spirit Days or special events.
- 6) Bibbed overalls are not permitted.
- 7) Families must supply diapers and wipes when necessary.
- 8) **For children not toilet trained:** Each cubby should have a complete change of clothing (under and outer garments). Please make sure to replace them as they come home for laundering.
- 9) The Fountain Day School Dress Code is subject to change without notice per Administrative decision. Administration rules and decisions are final. Continuous disregard of clothing regulations is considered a breach of this contract.

ACCEPTANCE

I, _____, here by, acknowledge that I have read and agree

Print parent's name

to the terms and conditions for enrollment of my child _____

Print child's name

in Fountain Day School. I take **NO EXCEPTION** to any term or **ANY CONDITION** as stated in this Admission Contract. I understand that Administration has the right to terminate this contract at any time. It is imperative that families embrace school policies, principles, philosophies and procedures. Failing to do so may be considered a breach of this admission contract in spirit and fact, and the contract is subject to termination, or non-renewal.

Parent(s) have the right to terminate this contract at any time, understanding that termination will result in my child's expulsion and a termination fee equivalent to one month's tuition.

Parent/Guardian signature: _____ Date: _____