



## **ADMISSION CONTRACT**

### ***Parent & Me Program 2024***

All parents/guardians must read, accept, sign and date each page of the following “Admission Contract” prior to enrollment in Fountain Day School's Parent & Me program. 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 6 months of age at the time of enrollment.
- 2) Children are enrolled on the basis of age and readiness for the program, when space is available. Fountain Day School does not discriminate against any prospective student/family 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 Parent & Me Admission Contract
3. Identification and Emergency Information: you must make sure that we are always updated on any changes of this crucial information. (LIC 700)
4. Child's Pre-Admission Health History Report (LIC 702)
5. Authorization to perform medical treatment by doctors, hospital or emergency facility, in case of emergency. (LIC 627)
6. Signed Parent's Rights document (LIC 995)
7. Signed Personal Rights document (LIC 613A)
8. Signed Swim permission slip.
9. Photo & Video Release Form
10. Allergy Alert Form

Parents Initials \_\_\_\_\_

## SCHOOL HOURS

Operating hours are Monday through Friday 8:00 A.M. to 5:00 P.M.

## TUITION/CONTRACT

- 1) Tuition is due by the fifteenth of the month for the upcoming month.
- 2) 5% discount is given for Fountain Day Families enrolled in our preschool program and alumni families.
- 3) **For those enrolled in a monthly package, when the school is closed for 1 week or more, the monthly tuition will be prorated.**
- 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.
- 5) If you have to withdraw your family for any reason you are responsible to give us 30 days notice. You are responsible to pay for those 30 days.
- 6) For those who bought a package, all classes must be used within 3 months of purchase.

## 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 the program with symptoms of head cold, cough, sore throat, earache, upset stomach, rash or fever.
- 3) A child **MUST** maintain a normal temperature, without the use of fever reducing medication, for at least 24 hours after running a fever before returning to school.
- 4) As soon as we are aware, Fountain Day School will make every attempt to notify parents, of any communicable diseases identified in their classroom. At point of identification administration will post a sign in front of the classroom notifying parents which disease has been identified.

Parents Initials \_\_\_\_\_

## **DELIVERY TO SCHOOL AND ATTENDANCE**

- 1) Each child must be checked in and out of the program daily.
- 2) PARKING.... Please park courteously! You may not block sidewalks, double park, park in the wrong direction or make your own spot. Parking regulations are STRICTLY enforced by the City of West Hollywood.
- 3) 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.
- 4) Roll call is taken daily.
- 5) You must notify the office as soon as possible 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 at 323-654-8958
- 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.

Parents Initials \_\_\_\_\_



## 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: \_\_\_\_\_