



Honey Tree Early Childhood Center Admission Registration Agreement 2026-2027

Student's Name: _____ Birthdate: _____ Class: _____

Basic Services

- Honey Tree Early Childhood Center is licensed by the California Department of Social Services, Community Care Licensing Division (CCLD). It welcomes all children on a non-discriminatory basis, regardless of race, ethnicity, gender, or religious background.
- Honey Tree is a non-profit, church sponsored community outreach of Holy Trinity Lutheran Church, Thousand Oaks, California.
- The school offers half day classes that are developmentally and age appropriate. It provides learning and play experiences that enrich the social, emotional, intellectual and physical growth of each child, in a caring and nurturing environment.
- The following programs are offered:

Parent/Child	2-year-old classes	1 day/week
Drop Off 2s	2-year-old classes	2 or 3 days per week
Preschool	3-year-old classes	2, 3 or 5 days a week
Transitional Kindergarten(TK)	4-year-old classes	2, 3, or 5 days a week
Kindergarten/DK Combo	5-year-old class	5 days a week

California State Licensing Requirements & Rights

- The following completed forms are required by our state licensing agency: Identification and Emergency Information (LIC 700), Physician's Report with Immunization Record with required Immunizations for enrollment (LIC 701), Child Health History Parent Report (LIC 702), Consent for Emergency Medical Treatment (LIC 627), Personal rights (LIC613A), Parents Rights (LIC 995). These forms must be current and on file prior to school attendance.
- Community Care Licensing Division (CCLD) shall have the right to inspect the center, in regard to specified health and safety codes. Licensing has the authority to inspect all student and staff records relating to the operation of the facility.

Personal and Parent(s) Rights

- Parents understand that children have rights, and will receive a copy of the Personal Rights form (LIC 613A). Parents understand that they have the right to visit the school and observe their child at any time. Parents will receive a copy of the Parents Rights form (LIC 995).

Parent Handbook

- Signature of this Agreement denotes acceptance of the Honey Tree Parent Handbook and the guidelines within. The Parent Handbook can be viewed at :
<https://docs.google.com/document/d/e/2PACX-1vR34HYtwbOxtkGhgYWB2-qqirpGkP3wJIB9HZ9VCffqJw3iEbbGM8MGeVAimJsHg/pub>

Financial Provisions

- The annual registration fee is nonrefundable.** and is due at the time of registration.

Parent /Child	2-year-old classes	\$100
Preschool and TK	2, 3 and 4-year-old classes	\$150
Kindergarten/TK	5-year-old classes	\$200
- The **annual tuition** is based on the number of instructional days in the school year. Holidays and school breaks have been taken into account. There is no reduction in tuition due to illness and personal absences.
- There is no reduction in tuition due to closures related to: a natural adverse event (i.e. earthquake, wildfire, windstorm, flood), water shut-off, power outage, or pandemic.
- Tuition refunds, due to a withdrawal, will be prorated. Administration must be notified in writing at least 2 weeks prior to withdrawal.
- In order to receive a refund for tuition payment #1, Administration must be notified in writing by:

- **July 1st** for Kindergarten/TK (Students turning 5-years-old before December 1st, 2025)

- **August 1st** for Parent/2s, Preschool, and Transitional Kindergarten (TK) 4s Classes

- Tuition is considered late by the 5th of the month. A late fee of \$10 will automatically be added to the account after the 15th of the month.
- Tuition is payable by cash, personal check, automatic payment, or credit card.
- A \$25 fee will be charged for a returned check or ACH return.
- A 10% reduction in tuition is available to Holy Trinity Lutheran Church members.
- A 10/% reduction in tuition is available to families with 2 or more children enrolled. Full tuition is paid for the first child. The 10% reduction applies to the 2nd and 3rd child.
- A 25% reduction is available to Honey Tree Staff members.
- Additional Fee for late pick-up: \$1per minute after dismissal time (12:00pm/1:30pm) with 5 minute grace period (12:05pm/1:35pm).

2025-2026 Monthly Tuition Rates

Parent/Child	2-year-olds	1 Day (2 Hours)	\$145
		T, W, TH	
Drop Off 2s	2-year-old	2 Days (3 Hours)	\$450
		3 Days (3 Hours)	\$650
Preschool and TK	3 and 4-year-olds	2 Days (3 Hours)	\$415
		2 Days X (4 ½ Hours)	\$570
		3 Days (3 Hours)	\$570
		3 Days X (4 ½ Hours)*	\$695
		5 Days (3 hours)	\$810
		5 Days X (4 ½ Hours)*	\$950
Kindergarten/TK (turning 5 before 12/1)	5-year-olds	5 Days (4 ½ Hours)*	\$1050

Early Drop Off 8:00am-9:00am 2 Days \$80 3 Days \$110 5 Days \$175

****Note: All Classes Dismiss at 12:00pm on Fridays***

The annual tuition is divided into 9 equal payments.

The first tuition payment is due at the time of registration for new families, and on June 1st, for continuing families. Tuition payments #2 - #9 are due on the first of each month, October through May.

Annual Tuition Schedule

<u>Payment #</u>	<u>Due Date</u>
1 of 9	New students: at registration Continuing students: June 1st
2 of 9	October 1st
3 of 9	November 1st
4 of 9	December 1st
5 of 9	January 1st
6 of 9	February 1st
7 of 9	March 1st
8 of 9	April 1st
9 of 9	May 1st

Thank you for choosing Honey Tree ECC. We are so happy to have your child with us!

Parent/Guardian Name Print) _____ **Date** _____

Parent/Guardian Signature _____

Administrator/Director Signature _____ **Date** _____