

Honey Tree Early Childhood Center Admission Registration Agreement 2021-2022

Child'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 a week
Preschool	3-year-old classes	2 or 3 days a week
Preschool	4-year-old classes	2,3,4 or 5 days a week
Kindergarten/Transitional K	5-year-old classes	4 or 5 days a week

California State Licensing Requirements & Rights

- The following forms are required by our state licensing agency: Identification and Emergency Information (LIC 700), Physician's Report (LIC 701), Immunization Record (CDPH 286), Child Health History Parent Report (LIC 702), Consent for Emergency Medical Treatment (LIC 627). These forms must be current and on file.
- Community Care Licensing Division (CCLD) shall have the right to inspect in regard to specified health and safety codes. Licensing has the authority to inspect all children and staff records relating to the operation of the facility.

Personal and Parent(s) Rights

- Parents understand that children have rights, and have received 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 have received a copy of the Parents Rights form (LIC 995).

Financial Provisions

- **The annual registration fee is non refundable**, and is due at the time of registration.

Parent /Child	2-year-old classes	\$100
Preschool	3 and 4-year-old classes	\$125
Kindergarten/TK	5-year-old classes	\$150
- 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.

(over)

- There is no reduction in tuition due to closures related to: a natural adverse event (i.e. earthquake, wildfire, windstorm), 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.
- Administration must be notified in writing prior to August 15 for a full refund of tuition payment #1.
- Tuition is considered late by the 5th of the month.
- Tuition is payable by cash, personal check, or via Tuition Express automatic payment.
- A \$12 fee will be charged for a returned check.
- A 10% reduction in tuition is available to Holy Trinity Lutheran Church members and Honey Tree faculty 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 or 3rd child.

2021-2022 Tuition Rates

Parent/Child Preschool	2-year-olds	1 day	\$110
	3-year-olds	2 day	\$295
	3 and 4-year-olds	3 day	\$405
	4-year-olds	2 day (extended)	\$405
	4-year-olds	3 day (extended)	\$465
	4-year-olds	4 day (PM)	\$425
	4-year-olds	5 day	\$525
Kindergarten/TK	5-year-olds	4 day (PM)	\$460
	5-year-olds	5 day	\$550

The annual tuition is divided into 10 equal payments. The first tuition payment is due at the time of registration for new families, and on or before June 1st, for continuing families. The 2nd through 10th payments are due on the first of each month, September through May.

Annual Tuition Schedule

<u>Payment #</u>	<u>Due Date</u>
1 of 10	At registration, for new families By June 1st, for continuing families
2 of 10	September 1
3 of 10	October 1
4 of 10	November 1
5 of 10	December 1
6 of 10	January 1
7 of 10	February 1
8 of 10	March 1
9 of 10	April 1
10 of 10	May 1

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

Administrator/Director Signature _____ Date _____