



Children's Academy of Success  
Downey, CA 90241  
562-231-4373

### Admission Agreement 2017-2018

I/We undersigned enroll the bellow named child into *CHILDREN'S ACADEMY OF SUCCESS*, and agree to abide by the enrollment policies of this center and also pay all charges and fees when due or called for.

Name of the parents:

(A) \_\_\_\_\_ (B) \_\_\_\_\_

Name of the child \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

### TUITION FEE & OTHERS

This agreement is to pay the tuition on or before of the first day of the each month. In the event the payment is delayed, I/We agree to pay \$7.50 per day as a late fees charge. Any returned checks items will levy a charge of \$35.00 per check.

- A) Ten school days of written notice are required to qualify for a refund of the tuition fees paid. Tuition fees will be charged until the last day of attendance, and the refund would be for the balance of the days remaining paid. ***Refund policy: only applicable due to severe hardships, relocations or loss of employment. Proof must be submitted for verification. All refunds are pro-rated by the days of that month. Refund checks will be mailed to the address provide within two weeks from the last day of attendance.***
- B) There are no refund, adjustments, discounts or reductions in the fees for the days a child is absent from school for any reason, or for the holidays (public school observed), or for those holidays observed by *CHILDREN'S ACADEMY OF SUCCESS*. We closely follow Downey Unified School District schedule of public holidays for school closure; however, we remain opened during the summer months of July and August.
- C) There is an applicable discount of 15% for the children of members of Action Faith Ministries (AFM) starting with their first enrollment, the second and third child are eligible for a 10% discount.
- D) An enrollment fee of \$150.00 is due at the time **this** application is received in our office. This fee is *nonrefundable under any circumstances*.

\_\_\_\_\_  
(please initial)

- E) We can accept children from 2 years and continue until 6 years of age. Your child must be fully potty trained to enroll in our large preschool classroom. Potty training is available only in our smaller preschool room. Space is limited.



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Our **Preschool program** starts at 8:30am-1:00pm or 8:30am-5:00pm

Our **Kindergarten Program** starts at 8:30am-2:00pm or 8:30am-5:00pm

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(Please initial)

The agreed payment option for our pre- kindergarten is \$ \_\_\_\_\_ and I/We will pay \$ \_\_\_\_\_ and/or for the Kindergarten \$ \_\_\_\_\_. (See the signed "ENROLLMENT APPLICATION 2017-2018") I/We agree to pay the monthly tuition that applies. New enrolled siblings for pre-K or Kindergarten will have a 5% discount. This payment includes all snacks at school, but lunch **MUST be** sent every day from home in a lunch pack.

All payments are paid monthly on or before the first day of the month. Late payments are charged at \$7.50 per day after seven (7) days of non-payment: services terminated giving your child's vacated spot to another child. Re-entry is only available if vacancy exists and by re-submitting a fresh application for re-enrollment with all fees/charges paid in full and in money order.

I/am we/are aware that this service and the facility will close sharply at 5:00pm. In addition to the late pick-up fee, \$1.00 per minute is added on after 5:00pm.

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(Please initial)

I/am We/are in agreement; if no communication have been made with the administrator, he or she reserves the right to call the Child Care Custodies of Downey Police Department to take charge of the child. A notice will be posted on the front and the rear entry door indicating the action taken for you to follow through.

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(Please initial)

### **DISCIPLINE**

Re-direction is our key form of discipline. Our desire is to cultivate in the child clear, consistent and appropriate limits of conduct and behavior. Another key component of our discipline policies incorporates practices that help the child to learn self-control, self-discipline, building self-esteem and positive attitudes about self and others. We, as educators believe modeling positive attitudes demonstrate good discipline practices.



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This is provided by setting limits and boundaries in a clear and concise manner acknowledging the child is in the process of growing to maturity.

Four main concepts that we re-enforce are:

1. Not hurting self or others.
2. Disrespecting others, property and the environment
3. Each child is responsible for his/her own behavior
4. Respecting the authority of teachers.

We do not categorize any child as "bad", as they are in a growing process into adulthood; we guide them and assist them to be of good and acceptable behavior. However a situation may arise, when a child displays disruptive behavior we will separate your child from the group, until they have an understanding of their actions and calm enough to return to the activity. We will encourage the child to return to the activity as quickly as possible. We will not tolerate any attempts by a child to render physical harm, demean, disgrace or degrade another child, staff member, or destruction of property.

Following are the steps we will take, not restricted to, remedy such behavior. (1) First we will speak to the child about their behavior and help them re-direct to a more productive behavior. Then, we will speak with the parents, providing guidance for behavior modification. Our desire is to assist the parent to work with us as a unit in cooperation and involvement to reach and direct the child. When no improvements are displayed and the child repeat such behavior, we have a second conference with the parent; (2) the child may be suspended for one to three days depending upon the seriousness of the incident. If after conferences, no improvements are visible and there is continuation of similar behavior, this will cause us to (3) ask you to remove your child from our facility. *There is no reduction of fees or refunds when we request you to remove your child from our facility.*

### **LATE ARRIVALS**

Late arrival is disruptive to the smooth functioning of our educational program; it is imperative that your child is brought to our facility on time and picked up on time. Late pick-ups and late arrivals hinder the harmonious emotional development of the children. ***We may request the habitual latecomers to remove the child from our services, as it hinders other children's progress and learning. We are an accelerated early childhood academy and we look forward to the complete use of the instructional time offered for your child at our "Children's Academy of Success".***



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If I/We have any concerns about any matter I/we would contact the Administrator /School Principal or his/her assistant to have a formal conversation in his office.

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(Please initial)

I/We agree to actively participate and promote Fund Raising activities of the *Children's Academy of Success* to maintain the low tuition fees and the teacher staff ratio.

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(Please initial)

### **CHILD ABUSE REPORTING**

We are mandated, by the Federal regulation and the State of California Penal Code, to report any suspected child abuse within 32 hours. Our staff is instructed to report directly to the authorities and to the Administrator/School Principal such violations for further action.

You have the right to request an inspection of our facility by the Department of Social Services, Child Care Licensing Department, if you find any violations, this may be made orally or in writing. At the time of signing of this contract we will provide you with the name, location and telephone number of the Licensing Authority.

We reserve the right to terminate this agreement in the event a parent or guardian does not comply with any of the terms of this agreement. Our facility includes the parking and

Playground Area Please be informed, loitering in these areas with children is a safety hazard.

The state licensing authority has the right to inspect our facility for compliance and to interview your child.



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**In the event any charges/ fees are sent for collection, the signatory to this agreement will pay all reasonable attorneys' fees and court costs incurred by *CHILDREN'S ACADEMY OF SUCCESS* in collection action.**

**I/We have read this agreement containing five pages and have received a true copy of the same.**

Agreement and contract is dated on: \_\_\_\_\_, 2017 in the city of Downey, California 90241.

\_\_\_\_\_  
**Administrator**

\_\_\_\_\_  
**Parent or Guardian**

\_\_\_\_\_  
**Parent or Guardian**

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home# \_\_\_\_\_

Work# \_\_\_\_\_ (Father)

Work# \_\_\_\_\_ (Mother)

Mobile# \_\_\_\_\_ (Mother)

Mobile# \_\_\_\_\_ (Father)