

**Zion Lutheran Early Childhood Education Center
222 N. East St.
Anaheim, CA
714-535-1172**

ADMISSION AGREEMENT

Zion Lutheran Early Childhood Education Center, 222 N. East St., Anaheim. Phone: 714-535-1172 (herein referred to as the “school”) is a child care facility operated by Zion Lutheran Church (at the same address), a non-profit organization. The school is licensed by the State of California Department of Social Services, Orange County District Office, pursuant to sections of the Health and Safety Code of California.

A. Basic Services

1. The child shall be furnished a morning and afternoon snack as stated in the handbook.
2. The child shall be given assistance with personal care as needed.
3. The child shall be provided with an opportunity to nap between 12:30 P.M. and 3:00 P.M. on a cot or mat provided by the school.
4. The child shall be involved in a learning environment that is developmentally appropriate for each age.
5. The school shall assume responsibility for the child after the child has passed the legally required morning health inspection and has been signed in by a parent, guardian, or designated representative of the child’s parents or guardians.
6. The child shall be administered physician-prescribed medication only upon the written request of the child’s parents or guardians. The school shall administer a non-prescription medication upon the written request of the child’s parents or guardians and accordance to product label instructions. The school shall have no responsibility of any kind whatsoever for failure to provide prescription medication nor for adverse reactions which are caused by the administration of such prescription or non-prescription medication.
7. The school shall give appropriate first aid to a hurt child. A parent or guardian shall be contacted if it is the judgment of the school staff that immediate medical attention is necessary. If it is further the judgment of the school staff that the injury is of an

emergency nature, paramedics shall be called to the school and a parent or guardian shall be contacted.

8. An ill child shall be isolated and given appropriate care until called for by a parent, guardian, or a designated representative.
9. The school staff shall notify the child's parents or guardians of a suspected exposure to a communicable disease.
10. The school shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items. Please keep toys and other items not asked for by the teacher at home.
11. The Director and any other staff member shall report to Children's Protective Services or the Police Department (or other specified agency as provided by individual state laws) as required by the State of California Penal Code and suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

B. Payment Provisions

1. In accordance with the statement of fees in the parent's handbook:
 - a. A non-refundable registration fee shall be paid upon enrollment.
 - b. This fee is due each August for students who plan to continue in our program. It shall be applied to summer enrollment as well.
 - c. Tuition fees shall be paid on the first day of each month. A late fee will be incurred at the 10th day of the month for any unpaid balances.
2. The parent or guardian will be given at least 30-calendar-days prior written notice of any basic rate change.

C. Obligations of parents or guardians

1. A parent, guardian, or designated representative of the child's parents or guardians shall bring the WELL child (we do not provide care to ill children) to the lobby, enter in their personal assigned code on the iPad to check the child in, and then enter the assigned door code.
2. A parent, guardian, or designated representative of the child's parents or guardians shall enter their personal code on the iPad before taking the child from the premises.
3. The parents or guardian shall notify the school when someone other than those named on the emergency information sheet will be calling for the child.

4. The parents or guardian shall notify the school of the child's possible exposure to a communicable disease.
5. The parents or guardian shall give two weeks notice or forfeit two weeks tuition and fees in case of withdrawal from the program.
6. The parents or guardian shall notify the school when the child will not be called for at the time so specified when signing in.
7. The parents or guardian shall respect the religious nature of the program.
8. The parents or guardian shall come to school for conferences when asked to do so by a member of the school's staff.

D. Termination of the agreement

This agreement shall be terminated if any one or more of the following occur:

1. Withdrawal from the school.
2. Serious illness of the child, preventing school attendance.
3. The parents or guardian of the child allow their account to become delinquent.
4. Failure of the parents or guardian to honor the obligations listed in the Agreement or in any rules, regulations listed in this Agreement or in any rules, regulations or manuals publicized or provided by the school.
5. The school in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
6. The school in its sole and unfettered discretion determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
7. Failure of the child's parents or guardian to cooperate with the school which the school determines in its sole and unfettered discretion is serious enough to warrant termination.

PROCEDURE

In exercising its discretion under numbers 5, 6, 7, and 8 above, the school may require the child and/or the child's parents or guardian to attend conference(s) with school personnel regarding the matters that potentially warrant termination of the Agreement. The child's parents or guardian may request a conference with school personnel regarding the matters that potentially warrant termination, but the school shall have no obligation to grant any such request. The school's Director or staff shall have the sole right and responsibility to determine disputed matters of this Agreement.

E. MODIFICATION CLAUSE

This agreement may be modified whenever any of the circumstances covered by this agreement change. Such modifications may only be made in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

F. OTHER

This provides that:

The parties to this Agreement are aware of the Department of Social Services, Orange County Office's right to interview the child and the school staff, and to inspect and audit all records maintained by the school, without securing the prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a licensed medical professional physically examine the child. (Title 22, Section 101195 b & c)

ADMISSIONS AGREEMENT for _____

For services listed in this Agreement, and in accordance with the terms of this Agreement, I agree to pay Zion Lutheran School the monthly sum of:

Tuition \$ _____

Days/times of service:

(please circle one) 2 Days TTh 3 Days MWF 5 Days MTWThF

(please circle one) Half day 8-12 or Full Days 6:30-6:00

I further agree to pay the registration fee of \$175.00.

I agree to cooperate with the general policies of the school, to perform the obligations of parents or guardians set forth in the Agreement, and to abide by the rules, regulations and manuals publicized and provided by the school. My signature below indicates that I have read the terms of this Agreement and that I have read the rules, regulations, and manuals publicized and provided by the school. It further indicates that I have had this material explained to me and that all of my questions have been satisfactorily answered.

Director

Parent or Guardian

Dated: _____

Dated: _____