

## **RETURNING STUDENT ENCLOSURES Checklist**

- ❑ Admission Policy (sign & return)
- ❑ Schedule of events
- ❑ Identification & Emergency Information (complete & return)
- ❑ Signature Page (sign & return)
- ❑ Extended Care Program
- ❑ Earthquake Disaster Kit Information
- ❑ Special Issues Letter
- ❑ Orientation Day Information
- ❑ Parent Meeting Letter
- ❑ Preschool Parent Handbook

## LA CANADA FLINTRIDGE COMMUNITY CENTER PRESCHOOL ADMISSION AGREEMENT

Welcome to the LCFCC Preschool. We are pleased that you will be joining our preschool family for the 2017-2018 school year. Children attend school from 9:00 AM - 12:00 PM. Extended Care is available until 3:30 PM.

Our fee schedule is as follows:

2 mornings per week - \$270.00 per month

3 mornings per week - \$355.00 per month

5 mornings per week - \$475.00 per month

Tuition for the school year is divided into ten monthly payments with the FIRST payment due by June 1<sup>st</sup>. Subsequent payments are due on the first of each month beginning in September and are considered delinquent after the tenth of the month. A late charge of \$10.00 will be assessed for payments received after the tenth of the month. Please make checks payable to **CCLCF**. **Prepaid tuition is not refundable**. A four-week written notice is required for termination of your financial agreement. Any tuition and/or fee changes are modified the beginning of each fiscal year

Each family enrolled in the preschool is **required** to work at least a one-hour shift, in a booth, at the Western Round-Up. If you are unable to attend, you must make arrangements for a substitute or a fee may be applied to your next statement.

Each family will be asked to donate a minimum of \$150.00 annually to underwrite the cost of our fundraiser, the Western Round-Up.

LCFCC Preschool reserves the right to dismiss a child from enrollment in the school for the following reasons:

1. Noncompliance of request for state requirements of immunizations and emergency information.
2. Repeated delinquency of tuition payments without willingness to discuss a payment plan with the school director.
3. Children who exhibit special needs beyond the training or physical limitations of the school or requires more attention than our child/teacher ratio allows.
4. Children whose special needs require a fundamental alteration or significant modification within our program to the point that it alters the essential nature of our preschool philosophy, curriculum, or accommodations.
5. Children who are not toilet-trained to the extent of needing a diaper or pull-up during school hours. This is a Licensing requirement and must be followed.

I have read and agree to the Admission Policy of the LCFCC Preschool.

Parent's Signature: \_\_\_\_\_

## **SCHEDULE OF DEADLINES AND EVENTS:**

THURSDAY, JUNE 1, 2017: FIRST TUITION PAYMENT IS DUE (NON-REFUNDABLE)

MONDAY, JULY 3, 2017: ENROLLMENT FORMS ARE DUE

FRIDAY, AUGUST 18<sup>TH</sup>: PARENT ORIENTATION MEETING, 9-11AM

MONDAY, AUGUST 21<sup>ST</sup>: MWF CHILD/PARENT ORIENTATION 9-10AM

TUESDAY, AUGUST 22<sup>ND</sup>: PRE-K & T/TH CHILD PARENT ORIENTATION 9-10AM

WEDNESDAY, AUGUST 23<sup>RD</sup>: FIRST DAY OF SCHOOL, MWF & PRE-K 9AM-NOON

THURSDAY, AUGUST 24<sup>TH</sup>: FIRST DAY OF SCHOOL, T/TH 9AM-NOON

FRIDAY, AUGUST 25<sup>TH</sup>: SCHOOL HOURS 9AM-NOON

MONDAY, AUGUST 28<sup>TH</sup>: LUNCH BUNCH AND EXTENDED DAYCARE BEGIN

MONDAY, SEPTEMBER 4<sup>TH</sup>: LABOR DAY, SCHOOL IS CLOSED

THURSDAY, SEPTEMBER 7<sup>TH</sup>: STAFF MEETING, NO EXTENDED DAYCARE

# IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

### ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

### PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL       OTHER      EXPLAIN: \_\_\_\_\_

### NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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### TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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**SIGNATURE PAGE**

**PLEASE SIGN RETURN THIS PAGE TO SCHOOL**

**DATE** \_\_\_/\_\_\_/\_\_\_

**CHILD'S NAME** \_\_\_\_\_

The \_\_\_\_\_ family has received, read and understands the LCFCC Preschool parent handbook.

Parent Signature \_\_\_\_\_

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Occasionally we take videos and/or pictures of the staff and children during the school year. The photographs may be sent to local newspapers to illustrate an article we may write or they may be displayed at school and on our website for all the families to enjoy. Do we have permission to photograph and/or videotape your child/children?

**Yes** \_\_\_\_\_

**No** \_\_\_\_\_

Parent Signature \_\_\_\_\_

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Class Lists are compiled the first few weeks of school and are distributed to all the families enrolled in the school. Do we have permission to include your name, email and phone number on this Class List? (Addresses will not be included).

**Yes** \_\_\_\_\_

**No** \_\_\_\_\_

Parent Signature \_\_\_\_\_

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Each family enrolled in the preschool is **required** to work the minimum of a one-hour shift per student at the Western Round-up.

Each family will be asked to donate a minimum of \$150.00 annually to underwrite the cost of our fundraiser, the Western Round-Up.

Parent Signature \_\_\_\_\_



## Extended Day Program

You will have an opportunity to enroll in our Extended Day Program on **Friday, August 18th at 8:30 AM at the preschool**, before we meet for our Parent Orientation. In an effort to ensure a safe environment by providing adequate staffing for our children, ten extended day spaces will be available each day on a permanent basis. Two rotating spaces will be available each day as well. Reservations for these spaces can be made by telephoning the preschool and will be filled on a first come, first served basis. **Please be advised that your reservation is a commitment to paying for Extended Care.**

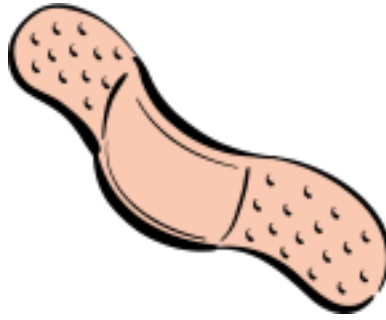
Extended Care begins with our Lunch Bunch from 12:00 PM. – 12:30 P.M. The Lunch Bunch only, will remain flexible, with daily sign-ups available in the classroom. A \$5.00 charge will be applied to your next monthly statement. The afternoon Extended Care program will feature a rest time, outdoor play, stories, and unstructured activities and a short DVD may be played.

The preschool has purchased bedding for the children's rest time. The bedding complies with our licensing regulations. All students who are staying on a permanent basis must purchase their bedding at the time of sign-ups. The "**Rollee Pollee**" costs \$30.00 and the check should be payable to CCLCF. Your child will then keep this bedding for the remainder of their stay at the preschool, and then it is theirs to keep. We will be sending them home each week for laundering.

Lunch Bunch hours are 12:00 – 12:30 P.M. with a cost of \$5.00 per session. Extended Care hours are 12:00 P.M. – 3:30 P.M. with a cost of \$20.00 per session. Children are required to bring a lunch and drink from home. **(We are a NUT-FREE school).**

Please don't hesitate to contact me if you have any questions regarding these procedures.

Danielle Caputo



## **LA CANADA COMMUNITY CENTER PRESCHOOL**

### **Earthquake Disaster Kit**

In order to provide protection and comfort to your child in the event of an earthquake or disaster, we ask that each child bring the following Personal Disaster Kit to school to supplement the emergency equipment at the school.

Supplies should be put in a one gallon ziplock freezer bag and clearly marked with your child's first and last name.

Please include the following in the Disaster Kit:

- 10 band-aids (held together with a rubber band)
- 1 space blanket (available at sporting goods stores)
- 1 knit cap or beanie
- 1 photograph of child's family
- Medications that your child needs daily should be included (Please provide enough for 3 days and nights)

Please remember that we must have the Disaster Comfort Kit at the preschool before your child can begin the school year with us.

Thank you for your cooperation.



## SPECIAL ISSUES

It has been our experience that some of our school policies stated in the Parent Handbook need to be reiterated. Please give attention to the following issues:

- ❑ Our school policy states that children in the 3 year-old through Pre-K classes must be potty trained. This means that children in these classes must wear briefs or panties to school; **diapers or pull-ups will not be allowed**. We realize that sometimes children have accidents, therefore we do supply the appropriate clothing to allow for these occasional instances.
- ❑ Open-toed shoes and flip-flops are not appropriate attire for school.
- ❑ Please label all removable clothing items, lunch boxes and share toys with your child's name.
- ❑ Children who attend Lunch Bunch will be encouraged to eat "healthy foods" first such as sandwiches, yogurt, fruits and vegetables. Please remember that no candy, soft drinks, food containing nuts or food that needs to be heated, should be sent in your child's lunch.
- ❑ Absolutely, no violent action figures or toy weapons are allowed to come to school.
- ❑ A one hour shift, in a **BOOTH** at the Western Round-Up, is mandatory for each preschool family. If you are unable to attend, you **must** make arrangements for a substitute or a fee may be applied to your next statement.
- ❑ Each family will be asked to donate a minimum of \$150 annually to underwrite the cost of our fundraiser, the Western Round-Up.
- ❑ Please make every effort to arrive at school on time. Consistent tardiness may result in a late charge.

Thank you for your cooperation in these matters.





## **CHILDREN'S ORIENTATION For Tues/Thurs & Pre-K Classes**

- DATE:** Tuesday, August 22, 2017
- TIME:** Between 9:00 AM & 10:00 AM
- WHERE:** Your designated classroom  
(You will be informed at a later date)
- FOR:** Parents & children enrolled in  
the school
- PURPOSE:** For children...  
to meet his/her teacher & to locate his/her classroom,  
cubby, bathroom,  
drinking fountains and play yards.

**PLEASE STAY WITH YOUR CHILD AT ALL TIMES  
DURING ORIENTATION DAY**



## **CHILDREN'S ORIENTATION For MWF Classes**

- DATE:** Monday, August 21, 2017
- TIME:** Between 9:00 AM & 10:00 AM
- WHERE:** Your designated classroom  
(You will be informed at a later date)
- FOR:** Parents & children enrolled in  
the school
- PURPOSE:** For children...  
to meet his/her teacher & to locate his/her classroom,  
cubby, bathroom,  
drinking fountains and play yards.

**PLEASE STAY WITH YOUR CHILD AT ALL TIMES  
DURING ORIENTATION DAY**



## **PARENT ORIENTATION MEETING**

- DATE:** *Friday, August 18, 2017*
- TIME:** *9:00 AM – 11:00 AM*
- WHERE:** *Community Center of LCF- Main Room  
(across the parking lot from the preschool)*
- FOR:** *One or both parents and childcare givers. Please make every effort to attend. This meeting is **mandatory**.*
- PURPOSE:** *To meet our teachers, preschool director, Parent Board & Executive Director. Learn about procedures and policies that may be of issue to you. Meet your child's teacher and hear about her program.*

*This meeting is for **Adults Only**. Please make childcare arrangements for your children. Infants are ok.*