



Preschool Admission Agreement 2023-2024

Date: _____

Parents of: _____

Welcome to Legacy Christian School! We are delighted you have chosen LCS as your school for your child. At LCS the care and supervision of the children under our care is most important. Our goal is to equip each student with the educational foundation they need for the next step in their educational journey. Each student is important to us, and we are excited to see them grow to their fullest potential academically, physically, spiritually, and socially.

We serve a nutritious morning and afternoon snack based on California state guidelines. Snack lists are posted in all classes and in the cafeteria. Please notify LCS of any allergies and/or dietary needs of your child. Children can bring lunch from home or buy lunch online.

Financial Policies:

***Tuition for the school year is divided into equal payments even though some months have holidays or school breaks.** The monthly payments are installed payments from the annual contract. Those attending over the summer will be given the summer tuition payment plan in the spring during summer sign ups.

Tuition for Late Enrollment:

Tuition will be prorated based on a weekly rate for the remaining days in the year, which may make the monthly charge slightly different than listed.

Required Documents:

All required California State licensing documents **must be completed and returned within 30 days of your signed Enrollment Contract with Legacy Christian School. Your child will not be allowed to begin school without these documents; there are NO EXCEPTIONS.**

Application and Enrollment Fees:

Application Fee (new enrollees only)	\$100
Preschool Enrollment Fee (due upon acceptance)	\$200
KinderPrep Annual Enrollment Fee (due upon acceptance).....	\$300

Enrollment fees cover the following: Curriculum materials, enrichment classes, Gradelink set-up and tuition management. **All fees are non-refundable.**

Hours of Operation / Schedules Offered:

The following schedule has been reserved for your child starting on _____(Date)

Choose one:

2 Day Program T/Th

- Half Day
- Full Day
- Full Day +EC

School Year

- \$5,435.00
- \$6,160.00
- \$7,130.00

Monthly

- \$543.50
- \$616.00
- \$713.00

3 Day Program M/W/F

- Half Day
- Full Day
- Full Day +EC

School Year

- \$7,130.00
- \$8,225.00
- \$9,675.00

Monthly

- \$713.00
- \$822.50
- \$967.50

5 Day Program M-F

- Half Day
- Full Day
- Full Day +EC

School Year

- \$9,675.00
- \$11,500.00
- \$12,705.00

Monthly

- \$967.50
- \$1,150.00
- \$1,270.50

Schedule times: 8:15am-11:45am (Half Day), 8:15am-2:45pm (Full Day), and 7:00am-6:00pm (Full Day + Extended Care). Families have 15 minutes before school and after school for drop off and pick up at no charge. Fees will be added for drop off before 8:00am and late pick up after 12:00, 3:00 or 6:00 pm, depending on your child’s schedule. Legacy Christian Preschool is open from 7:00am to 6:00pm Monday through Friday.

Payment Provisions

- All families are required to be registered with FACTS, our online tuition management system.
- Monthly tuition is due on the third of the month. There is a \$25.00 late fee for payments received after the 3rd and a \$30.00 returned check fee for all returned payments.
- A \$50.00 schedule change fee will be charged for any schedule change. (i.e. 3 days to 5 days, Half day to Full day, etc.)
- There are no refunds, deductions or credits for absences due to sickness, vacation or emergency closures of the center.
- Make-up days for occasional absences are NOT allowed.
- Summer camp is NOT part of the academic school year and separate summer rates will apply.
- Full Day and Full Day +EC students are eligible for daycare during scheduled school breaks at no extra charge. Parents are required to sign-up their child during these breaks if care is needed.
- LCS closes at 6:00pm. There is a \$10.00 late fee, plus \$1.00 per minute for pick up after 6:00pm.
- LCS requires two (2) weeks paid and written notice prior to withdrawal or long-term absence.
- LCS reserves the right to withdraw your child, without notice, if tuition is not received 10 days after the due date.
- LCS reserves the right to terminate your child's enrollment from our program if we feel it is not meeting the needs of your child, or if, after following the Behavior Issues procedures included in our Parent Handbook, the child's behavior escalates or continues to be inappropriate, disruptive, and/or dangerous to him/herself and/or others.
- A 30-day prior written notice will be provided by LCS before any rate or fee changes are made to existing contracts.
- Prior to or within 30 calendar days following your child's enrollment a written medical assessment for your child must be provided to LCS. It must include a record of your child's immunizations, results of a test for TB, and must not be obtained more than one year prior to the date received.



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I am enrolling my child _____ at Legacy Christian
Preschool at a monthly rate of _____ for _____ months.

I have read and understand this Admission Agreement. Initials: _____

Parent name: _____ (please print name)

Parent signature _____ Date _____

Director name: _____ (please print name)

Director signature: _____ Date _____

Update 5/2023