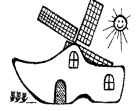


WOODEN SHOE GENERAL POLICY STATEMENT



As of September 2024

5 Full Days Monday - Friday (7:00 a.m. – 6:00 p.m.) \$900.00	5 Half Days Monday - Friday (8:30 a.m. – 12:30 p.m.) \$800.00
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As a parent of a child enrolled in the Wooden Shoe Preschool, I understand and accept the following conditions for the current school year:

1. REGISTRATION-New Families

Initial

Students can register starting at 2 years of age. First time registration of **\$450.00** is due upon application and ensures your child's space in the classroom. Included with your original registration, you will receive a cot sheet (for full day option), uniform shirt and earthquake kit (kept at the school).

RE-REGISTRATION-Returning Families

A **\$100** re-registration fee is due by April 30th, 2024. If re-registered after this date the fee will be **\$250**.

Starting next year, your \$100 re-registration will be split in half and applied to your April & May FACTS tuition payments.

To opt out of this, please contact the office in writing. *All registration fees are non-refundable and non-transferable.*

2. FUNDRAISING & SERVICE HOUR REQUIREMENT:

Initial

Each family is obligated to volunteer ten (**10**) **service hours** during the school year. Volunteers must check in at the office and have approval 24 hours in advance. If service hours are not fulfilled by 4:00 p.m. on May 30, 2025, there will be a charge of \$20 per hour billed to your account.

A fundraising commitment of **\$200** is also required yearly. 100% of your fundraising amount will be credited. All families must comply with the fundraising agenda by 4:00 p.m. on May 30, 2025, and any unpaid balances will result in additional charges billed to your account.

3. TUITION

Initial

Tuition must be paid through FACTS, a system that automatically withdraws tuition from your bank account. FACTS Tuition Management requires an annual set-up fee of \$48.00 and banking information. With FACTS there is a choice to pay on the 5th or the 20th, or in half each month on the 5th *and* the 20th. To sign up, please click the link on our website. You will be taken to their website which will have you make an account.

- We do accept CCRC payments; however, if payment is not paid in full by CCRC it is the responsibility of the parent/guardian to fulfill the remaining balance. You would need to go through their application process and pick us as a provider.
- A sibling discount is also offered to the younger sibling of a current student enrolled in Glenoaks Christian Schools. They will receive \$50 (full day) or \$40 (half day) off their monthly tuition.

4. INSUFFICIENT FUNDS & LATE PAYMENTS

Initial

Payments made after the first of every month are considered late and are subject to a \$30 late fee. If your funds are returned from the bank you will be charged \$35.00. If your fee is not received within one month from the payment due date, it will become a \$50.00 fee. If your fee is still not received within two months, it will become a \$100.00 fee plus other restrictions.

5. POTTY TRAINING

Initial

Children must be potty trained before they start school. We do not allow any diapers or pull ups to be worn. When first starting, we encourage you to bring extra underwear and clothing to be changed out as needed. In the event the child experiences an excessive amount of accidents with no improvement, administration will discuss potential options of restarting at a later date.

6. NAP TIME

Initial

A cot sheet and blanket are required for nap time; we do not allow pillows or stuffed animals. Please bring items in a clear storage box with a lid. All cot sheets must be purchased from the school office as they are custom made to fit our cots. A cot sheet has been included in your registration; if additional cot sheets are needed they are available in the office for \$20. Any child without a cot sheet at nap time will be given a new sheet and charged \$20.00.

7. CHILD PICK UP

Initial

Parents must inform the school in writing of all persons authorized, 18 yrs or older, to pick up their child from school. The school cannot release any child to an unauthorized person under any circumstances. Any person who is suspected of being under the influence will be denied release of the child. The San Fernando Police Department will be called and they will determine if said individual may leave with the child. **Any child picked up after the school's closing time, will be charged \$2.00 per minute, per child.** Any unpaid charges will be billed to your account.

8. ILLNESS & MEDICATION

Initial

Parents assume the responsibility of notifying the school of any communicable diseases (i.e.: Covid, cold, flu, lice, pink eye, etc.) and should keep their child at home until fully recovered. Any child who vomits, has diarrhea or has a triple digit fever must go home for at least 24 hours. All medications must be prescribed by a doctor and checked at the office. We cannot give over the counter medication unless it is prescribed by their doctor with written authorization from the doctor and parent. Medication must be brought in its original container with a doctor's prescription and a form will need to be filled out in the school office.

10. CAMPUS CLOSURES

Initial

Please refer to the Master Calendar for specific days the school will be closed. Holidays include but are not limited to: Veterans Day, Thanksgiving Break, Christmas Break, New Years, Martin Luther King Jr. Day, Presidents Day, Cesar Chavez, Good Friday, Easter Monday, Memorial Day, Juneteenth, Fourth of July, and Summer Break at the end of August (for cleaning). **Full tuition is charged for each month, regardless of the holidays.** If any unplanned school closure occurs due to earthquake, pandemic, government action, or any natural disaster beyond schools control, there will be no refund or cancellation of the amount paid, and any unpaid balance will remain payable in full.

11. HOT LUNCH PROGRAM

Initial

We offer an optional healthy hot lunch program for our students Monday through Friday from a company called "Gardenia Market & Deli". Orders must be placed and paid for online via mealmanage.com. If your child is absent and lunch needs to be canceled, it is the parent's responsibility to notify Gardenia Market & Deli directly before 8:00am or your lunch credit will be forfeited. Emergency Hot Lunch is available for **\$10** per lunch by contacting the school office on the day it is needed and paying upon pick-up of your child.

12. DRESS CODE

Initial

Please have your child come to school dressed in comfortable play clothes and closed toe shoes. Wooden Shoe chapel shirts must be worn on Wednesdays for chapel and are also mandatory for all off campus field trips. A chapel shirt is given at the time of registration; additional shirts can be purchased in the office for **\$15.00**. We also ask that you bring in a complete spare change of clothing inside your clear storage box in case of accidents.

13. CONDUCT AND BEHAVIOR

Initial

We expect every student, parent, and guardian to demonstrate good citizenship and Christian values while they are on campus (including the parking lot). Please be respectful to one another and understand that your behavior sets an ultimate example for all children. Gossip, bad language, argumentative tone of voice or behavior, and/or any act of aggression will not be accepted. The school reserves the right to cancel enrollment at any time if proper behavior is not maintained and any payments collected would be non-transferable and non-refundable.

14. WITHDRAWAL

Initial

If for any reason you need to withdraw your child from Wooden Shoe Preschool, a form located in the office must be filled out and turned in with a **thirty (30)** day notice. If this procedure is not followed, you will be accountable for the next month's tuition.

I/We have read and understand and accept all the policies and requirements in the Wooden Shoe Preschool General Policy Statement.

The school reserves the right to deny or cancel enrollment at any time upon any violation.

Students Name _____ Birth Date _____ M/F _____ Age when starting _____

Home Address _____ City/State _____ Zip Code _____

Parent/Guardian #1 Name (print) _____ Signature _____ Date _____

Email _____ Cell Phone _____

Parent/Guardian #2 Name (print) _____ Signature _____ Date _____

Email _____ Cell Phone _____

Start Date: _____ FULL DAY or HALF DAY How did you hear about us: _____