

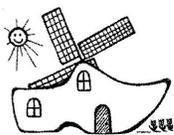


GLENOAKS CHRISTIAN ELEMENTARY
WOODEN SHOE PRESCHOOL

A Ministry of the First United Methodist Church of San Fernando

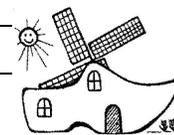
WOODEN SHOE GENERAL POLICY STATEMENT

Program Options and Monthly Prices:



5 Full Days
Monday - Friday
(7:00 a.m. – 6:00 p.m.)
\$650.00

5 Half Days
Monday - Friday
(8:30 a.m. – 12:30 p.m.)
\$550.00



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

First time registration of **\$400.00** is due upon application and ensures your child’s space in the classroom. A **\$100** re-registration will be due by **June 30th** while you remain in our preschool program. Any registration fee paid to the school is non-refundable and non-transferable. Included with your original registration, you will receive a school tote bag filled with a cot sheet (for full day option), uniform shirt and earthquake kit (kept at the school).

2. FUNDRAISING & SERVICE HOUR REQUIREMENT:

Each family is obligated to volunteer five (5) **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 June 30, 2022, 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 27, 2022, and any unpaid balances will result in additional charges billed to your account.

3. TUITION

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.

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. The school reserves the right to cancel enrollment for any unpaid tuition

4. SIBLING DISCOUNT

The younger sibling of a current student enrolled in Glenoaks Schools will receive the following monthly discount based on their tuition payment. Full day students will be given a \$50.00 discount, and half day students will be given a \$40.00 discount.

5. INSUFFICIENT FUNDS & LATE PAYMENTS

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.

6. COT SHEET

A cot sheet and blanket are required for nap time. 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 you need an additional cot sheet they are available in the office for \$15. Any child without a cot sheet at nap time will be given a new sheet and charged \$15.00.

7. CHILD PICK UP

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

Parents assume the responsibility of notifying the school of any communicable diseases (i.e., cold, flu, lice, pink eye, etc.) and should keep their child at home until fully recovered. All medications must be prescribed by a doctor and checked at the office. Any child with a triple digit fever or that has thrown up, needs to go home for at least 24 hours.

9. MEDICATION

Only medication prescribed by a doctor will be given to children. Medication must be brought in its original container with Dr’s prescription and a form will be filled out in the school office

