

St. Agnes Preschool  
 Student Admission and Parent Responsibility Agreement  
2024-2025 Academic Year

**Family Name:** \_\_\_\_\_

St. Agnes Preschool is a parish school in the Diocese of Oakland under the authority of the Bishop of Oakland. We educate our students within the tenets and traditions of the Catholic faith under the direct leadership and support of our pastor. As the parent, guardian, grandparent or other legally responsible party for your student(s), you are agreeing to enroll in our parish school subject to the terms and conditions of this agreement.

**Student Admission**

The following students are admitted for the 2024-2025 academic year:

Student's Name	<u>Select Half or Full Day</u>		
	5- day	Half Day	Full Day
	5-day	Half Day	Full Day

**Legal Responsibility**

In consideration of admitting the student(s) for the 2024-2025 academic year, it is the responsibility of the legally responsible party to pay the following fees and participate in the school community on the following terms and conditions:

**Registration Fees**

Our acceptance of your registration fee confirms the student's enrollment and covers the administrative costs of the acceptance procedures. The registration fee is non-refundable. The registration fee is \$100 per student. This agreement must be signed and returned with the registration fee upon acceptance to the preschool program and returned to the Preschool Director.

**Tuition**

The tuition fee supports the basic costs of educating your child but does not cover the entire cost. Our tuition schedule for the 2024-2025 academic year is:

**Tuition Per Child**

Program 8am – 11:30am	Annual	Monthly 10 installments (Aug – May)	Program 8am – 3:15pm	Annual	Monthly 10 installments (Aug – May)
5-days (M-F)	\$6,200	\$620	5-days (M-F)	\$11,500	\$1,150

Tuition may be paid in one of two plans and may be paid in advance with no prepayment penalty. Please initial your selection of a tuition plan. (please select one)

\_\_\_\_\_ (initial) In full due on August 1, 2024 by direct electronic transfer from your checking or savings account. You must register with the authorized on-line tuition payment and management service FACTS.

OR

\_\_\_\_\_ (initial) In ten equal installments by direct electronic transfer from your checking or savings account beginning on August 1, 2024 and ending May 1, 2025. You must register with the authorized on-line tuition payment and management service FACTS.

Tuition payments made more than 10 days following the due date or tuition payments returned for insufficient funds, will be charged a \$35 late fee to offset the costs of collection and may require pastor approval for the student to remain in our school. Unpaid tuition from a prior school year will block student registration for the current school year.

Because it is often not possible to replace departing students with mid-year admissions, enrolling a child in our preschool commits the parents to pay the full annual tuition regardless of whether the student voluntarily or involuntarily departs from our school.

All families will be given at least 30 days written notice in the case of a change in the rate of tuition and/or fees.

The Director and/or Administration may terminate a student's enrollment due to violation of the general rules and regulations, including non-payment of fees, as outlined in the Parent Handbook or because of other conduct harmful to the preschool.

### **Other Provisions**

Children of the preschool classroom must be picked up by 11:35am/3:20pm. If the child is not picked up by this time, the family agrees to pay a late fee of \$1 per minute.

Each family is required to volunteer a minimum of 5 service hours per academic year to the preschool classroom. Family volunteer hours must be completed before May 1, 2025. For any required service hours not worked, the family will be charged a service hour fee of \$50 per hour. The service hour fee must be paid before June 1, 2025.

Each family is required to participate in the SCRIP charitable rebate program by purchasing enough SCRIP to generate \$100 in profit for the school. SCRIP provides rebates to the school to supplement the school's operating budget every time a family purchases goods or services from a SCRIP participating grocery store, restaurant, gas station or other store or service provider. The SCRIP rebate purchases must be completed before May 1, 2025. If the \$100 profit is not attained by April 30, the family will be billed the difference. If the family elects not to participate, you will be billed a fee of \$150. The SCRIP assessed fees must be paid by June 1, 2025.

The parent organization (PACE) actively works to supplement tuition by supporting the basic costs of educating your child through volunteer services and fundraising activities. The parent organization is an important part of the school community. All families are required to join and actively participate in the parent organization. The parent organization annual membership fee is \$35 per family. The parent organization fee is non-refundable and must be paid before July 15, 2024.

**Mandatory Meetings**

Open communication between the parish, the preschool, and the parents is important to the process of educating the student. Mandatory meetings may include back to school night and parent-teacher conferences. We will send frequent notices and announcements home, but from time to time we require the parent to meet with us at the school.

**Licensing**

The Department of Licensing Agency shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

**General Terms**

This agreement and the attached schedules are a binding and enforceable legal contract. By signing this agreement and paying the Registration Fee, you are agreeing to enroll in our preschool and to pay the tuition and fees and participate in the school community as described in this agreement.

This agreement shall be interpreted according to its fair meaning and neither for or against any party by virtue of authorship. In the event that any provision of this agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement shall remain enforceable according to its terms and the void or unenforceable provision shall be interpreted and enforced so as to achieve the intent of the parties in accordance with applicable law.

No course of dealing or failure or failures to enforce any term or condition of this agreement shall constitute a waiver of such term or condition, or the right of the parish or school to avail itself of any remedies. This agreement may not be modified or amended except by a writing signed by the responsible parent and the pastor or preschool director.

**Acceptance:**

Signature of Responsible Party

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Legal Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

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For Audit and Internal Use Only

Director Signature: \_\_\_\_\_

Print Director Name: \_\_\_\_\_

Date: \_\_\_\_\_