

2020-2021 Preschool Registration



Steps in registering your child in our school:

1. **(New Students)** Call the school office and set up a tour to visit our classrooms and hear about our program to determine if PCS is a right fit for your child.
2. **(Returning and New Students)** Turn in the attached application along with the registration fee to secure your child's placement on our roster list.
3. Once registration is paid, an additional packet of forms will be given to the parents and will need to be returned before the child begins school.
Returning parents need to update emergency and financial policy forms every school year.
4. If we do not have current space available, your child will be placed on a "Waiting List".



Association of Christian Schools International



PLYMOUTH CHRISTIAN PRESCHOOL

12058 BEVERLY BLVD. WHITTIER CA 90601

FACILITY NO. 191502189

WWW.PLYMOUTHCHRISTIANSCHOOL.ORG

A ministry of Plymouth Church since 1956...

"Where Loving and Learning Go Hand in Hand"

Director- Marissa Orona orona.m@plymouthchristianschool.org

Thank you for your interest in Plymouth Christian Preschool. We strive to make your child's first years in preschool a time of growth in all areas-socially, academically, developmentally, and spiritually!

We take pride in offering...

- **2 year old program-** Potty -training assistance, opportunities for social, language and fine motor and cooperative skills building activities.
- **3/4 year old program-** Students should be fully potty-trained when entering this class. "Hand's On" curriculum to learn letters, numbers, and pre-writing skills. Weekly chapel and reciting a monthly Bible verse begins.
- **Pre-K Program-** homework packets, kindergarten readiness based curriculum, computer/iPad stations, science and weekly thematic units, field trips, chapel, and much more!
- **Transitional Kindergarten (TK)** - this program is designed for the child who turns 5 after Sept. 1st. TK provides a "Gift of Time" to help prepare a student to grow academically and socially before entering kindergarten. It also serves as an advanced academic program for a 4 year old.

We also offer to all of our preschoolers:

- ✓ Full day or half day options (6:30 a.m.-6 p.m.)
- ✓ Hot lunch program
- ✓ Extra-curricular activities-Webby, Amazing Athletes
- ✓ On & off site field trips
- ✓ Qualified, and loving staff



PLYMOUTH CHRISTIAN PRESCHOOL
 12058 BEVERLY BLVD.
 WHITTIER, CA 90601
 (562) 695-0745 FAX (562) 699-3038

School Year:

____/____

Please check:

____New Student

____Returning

Application for Enrollment

****A non refundable registration fee is due with this form.***

Child's Name: _____ Gender: M/F

Address: _____ City _____ Zip _____

Home phone: _____ Date of Birth: _____

Legal Name (if different from above) _____

Enrolling for: ____Morning program (8:30-12:15 p.m.) ____Full-time(6:30-6:00)

Specify days: M T W Th F

Will your child need potty training assistance? ____yes ____no

Age in September (fall) _____

Family Information

Parent Status: ____Married ____Divorced ____Widowed ____Single

____Separated ____Re-married (If so, state stepparent name:

**if parents are divorced /separated, who has legal and/or physical custody?*

***A copy of legal documentation must be submitted.**

Specify child's schedule if parents share custody: _____

Mother's Name: _____ Soc. Sec.# _____

Occupation: _____ Employer: _____

Business Address: _____

Work phone: _____ Cell phone: _____

Email _____

Which method of communication do you prefer to contact you?

Please circle: home no. cell no. work no. email _____

Driver's License: _____

Home address (if different from above) _____

Father's Name: _____ Soc. Sec.# _____

Occupation: _____ Employer: _____

Business Address: _____

Work phone: _____ Cell phone: _____

Driver's License: _____

Home address (if different from above) _____

Email _____

Others Living in the Home:

Name: _____ Age: _____ Relationship: _____

Spiritual Life:

Name of church family attends: _____

City: _____ Pastor: _____

Attendance: Weekly monthly special occasions

What activities, classes, or church programs does your child regularly attend: _____

How did you hear about Plymouth Christian School?

Please check: _____ online/web _____ flyer _____ community event _____ driving by _____ referral by family/friend: _____

I have read and agree to the following:

1. I understand that the registration fee (**non-refundable**) is due when the completed application form is returned to school, to reserve a place for my child. I also understand that there is a curriculum fee for students entering Pre-K which is due by July. 1st.
2. All children are enrolled in Plymouth Christian Preschool on a temporary basis for a period of 30 days to determine whether or not the school can meet the needs of a particular child. However, if at any time the behavior of a child becomes detrimental to the health and safety to themselves or others, the school reserves the right to dismiss the child from the preschool program.
3. Of utmost importance is the maintenance of a cooperative, nurturing, spiritual, and educational environment. As such, the school reserves the unconditional right to dismiss any parent/child, who does not respect its standards, cooperate in the educational process, and/or adhere to school requirements as set forth by the school through its teachers, Director, and School Board.
4. I agree to **not** participate in any destructive criticism of the school or staff, and if a problem arises, to directly go to the Director in a Christian manner as indicted in Matthew 18.
5. The school is authorized to provide religious instruction in accordance with our Statement of Faith.
6. I, We, the parents agree to support the school by participating in at least **(2) fundraisers or \$150 buy-out option** per school year.

Mother's Signature: _____ **Date:** _____

Father's Signature: _____ **Date:** _____

Plymouth Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship loan programs, and other school administered programs.



Plymouth Christian Preschool
“Where Loving and Learning Go Hand in Hand”

www.plymouthchristianschool.org

School

Year ____/____

Facility No. 191502189

New/Returning

Student

Admission Agreement

I, We the parent(s)/guardian(s) of _____ agree with
 Plymouth Christian Preschool to provide Early Education and childcare service as of
 (Starting Date)_____.

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_____ **Morning Program (8:30 a.m.-12:30 p.m.)**

*After 12:30 p.m. a late fee will be incurred per minute.

Select days: Mon. Tues. Wed. Thurs. Fri.

_____ **Full Day Program (6:30 a.m.-6p.m.)**

*After 6 p.m. a late fee will be incurred per minute.

Select days: Mon. Tues. Wed. Thurs. Fri.

_____ **Potty-training assistance needed**

*An additional monthly fee will be incurred according to our current rates and fees. Fully potty-trained is defined by a student who is able to vocalize the urgency to urinate or have a BM, and independently is able to use the restroom with little or no assistance. This includes not wearing diapers or “Pull-Up” underwear while sleeping.

A student entering the 3 & 4 year old classroom must be fully potty-trained prior to the first day of school.

1. I understand that all children are enrolled on a temporary basis for a period of 30 days to determine if Plymouth Christian School is able to meet the needs of an enrolled student. However, if at any time the behavior of a child becomes detrimental to himself/herself or others, the school reserves the right to dismiss the child from our program at any time.

2. I/We understand that admission to Plymouth Christian Preschool is on a school year-to-year basis from August through June. Summer program enrollment is optional.

3. I/We understand that the Department of Social Services has the authority to examine Plymouth Christian Preschool and “interview clients” such as children and staff at any given time, and to inspect facility records without prior consent. (Section 1101195 (b))

4. I/We agree to pay all fees and charges as established by Plymouth Christian Preschool when due, and all costs incurred by the school for collection of fees such action should become necessary.

5. If at any time my child's enrollment status changes or days need to be re-structured, Plymouth Christian Preschool must be notified **two weeks in advance** to be effective. During the two week notification period, the full amount of tuition and other applicable fees are due and payable. I understand that once my child is withdrawn from the program or changes the existing days of attendance, the former schedule is no longer available. Registration is due upon re-enrollment.

6. I/We understand if my tuition is received after the **5th of each month**, my account will incur a late fee according to the current fees and policies. If at any time a family adds an additional day to the child's schedule or extends a half day to a full day, the current fee must be paid prior to the day requested. A request must be made at least 24 hours in advance to the school office and approved by the Director. This request will only be approved if teacher-student ratio allows for this request.

7. Of utmost importance is the maintenance of a cooperative, nurturing, spiritual, and educational environment. As such the school reserves the right to dismiss any student who does not respect its spiritual standards, cooperate in the educational process, and or adhere to school requirements set forth by the administration and school board.

8. I understand that all tuition and registration fees along with any other fees pertaining to special events are **NON-REFUNDABLE**.

9. I/We agree to not participate in destructive criticism of the school, staff, or administration. If a concern should arise, to go directly to the teacher, Director/or Principal in a Christian manner as indicated in Matthew 18:5.

10. I/We agree to abide by the school policies and procedure according to the **Parent Handbook** and adhere to additional policies adopted as deemed necessary by the school board. I/We will be advised of any rate changes within **30 days** of implementation.

11. The school is authorized to provide religious instruction in accordance with the Statement of Faith. I also understand that Plymouth Christian School is a ministry of Plymouth Church.

Parent(s)/Guardian Responsible for Child

Print Parent Name: _____ Signature/Date _____

Print Parent Name: _____ Signature/Date _____



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Facility No. 191502189

Fees and Policies

- Tuition fee is due on the **1st-5th of each month**. If tuition is not paid by the **10th** of each month. If tuition is not received by the due date, a \$30.00 fee will be automatically incurred.
- The monthly tuition is the same amount regardless of how many weeks in a month. Credit will not be issued for sick days, vacation days, or holidays, unless it is pro-rated by the school for special circumstances. This includes days closed or for emergency situations such as water or gas maintenance on our facility.
- Swapping is not allowed or guaranteed, unless it is approved by the Director.
- Accounts not paid in full by the end of the month may result in a student being dis-enrolled.
- When making a payment, the payment will be applied to any outstanding balance on the account, and the remainder will then be applied to the current balance.
- A service charge of **\$45 will be incurred for each check returned**. After **one** occurrence, only cash, credit card, or money order will be accepted.
- A fine of **\$2 per minute** for late pick-up after 12:30/6 p.m. for late pick-up.
- A **charge of \$5.00** will assessed when a parent does not provide a blanket and sheet for nap time.
- Mid-month enrollment will result in pro-rated tuition for NEW FAMILIES only.
- June tuition covers the entire month. Only families who give a two week notice by May 15th will receive a prorated June tuition if their child is not attending the summer program.
- A sibling discount will only be issued for full-time students. The student with the lesser amount of tuition will receive the \$25.00 discount. Sibling discount only applies to students who live in the same household.
- To change programs, a parent must fill out a “Notification Form” in the school office, at least two weeks prior of school withdrawal. Tuition paid will not be refunded for any remainder days in the month not attended by the child.
- Our preschool is open according to the days specified on our yearly school calendar. See current school calendar for notification of any days closed. Scheduled days and events on the calendar are subject to change.
- All families upon enrollment commit to support the school by participating in at least **2 fundraisers per school year OR donate a flat fee of \$200 per school year. This fee is per family, not per student.**
- Payments can be made during school hours in the office via check, cash or credit card. A **2% charge will be added for any debit/credit card transaction.**

- Payments should not be handed to any teaching staff or sent in a child’s backpack or lunch pail, as we are not responsible for any lost or stolen payments. A drop box is available in **Room 104 for payments made by check only. DO NOT LEAVE CASH.**

Parents must sign bottom portion prior to student enrolling.

I, _____ **(Parent Financially Responsible for Enrolled Student)** have read the above policies and fully understand the financial policies established by Plymouth Christian School. I will abide by the terms of this agreement.

Student Name: _____

Parent Name (Print) _____ **Date** _____

Signature _____ **Date** _____

Parent Name (Print) _____ **Date** _____

Signature _____ **Date** _____



Payment Authorization Form

Your monthly tuition payment will be automatically deducted from your bank account, or charged to your Visa, MasterCard, American Express or Discover Card, **if we do not receive your monthly tuition by the 15th of each month.** Late fee of \$30.00 will still apply regardless of automatic payment.

PLEASE BE ADVISED THAT AN AUTOMATIC CHARGE TO THE CARD WILL BE MADE **ONLY IF**, THE OFFICE DOES NOT RECEIVE YOUR MONTHLY TUITION BY THE 15TH OF EACH MONTH. IT IS THE PARENT'S RESPONSIBILITY TO STILL ENSURE TUITION PAYMENT IS RECEIVED VIA CASH, CHECK, MONEY ORDER, OR CREDIT/DEBIT CARD EVERY MONTH TO AVOID AUTOMATIC CHARGE AND LATE FEES.

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking/savings account or credit card. You will be charged the amount indicated below each billing period. A receipt for each payment made automatically will be sent home to you and the charge will appear on your bank/credit card statement. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 5 days prior to the payment being collected.

Please complete the information below:

I, (full name) _____ authorize **PLYMOUTH CHRISTIAN SCHOOL** to charge my credit card indicated below for **CURRENT MONTHLY TUITION** _____ on the 15th of each month for payment of my student's tuition, in the event that my child/children's tuition is not paid by the 5th of each month.

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Checking/ Savings Account

Checking Savings

Name on Acct _____

Bank Name _____

Account Number _____

Bank Routing # _____

Bank City/State _____



Credit Card

Visa MasterCard

Amex Discover

Cardholder Name _____

Account Number _____

Exp. Date _____

SIGNATURE _____

DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and/or my child's last day of school. I agree to notify **PLYMOUTH CHRISTIAN SCHOOL** in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of a Transaction being rejected for Non-Sufficient Funds (NSF) OR credit card declined. I understand that **PLYMOUTH CHRISTIAN SCHOOL** may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.