

AMAZING CREATIONS PRESCHOOL
ST. LUKE ACADEMY

1025 The Dalles Avenue, Sunnyvale, California 94087

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EMAIL: AMAZINCREATIONSPRESCHOOL@YAHOO.COM

ADMISSIONS AGREEMENT

Welcome to Amazing Creations Preschool. Amazing Creations Preschool is a ministry of St. Luke Lutheran Church of Sunnyvale. We offer a Preschool, Pre-Kindergarten programs for children 2 yrs to 6 years of age (or upon entering Kindergarten). Biblical concepts are a vital part of the philosophy and program offered. We are licensed and regulated by the California Department of Social Services. The school operates Monday through Friday 7:30 a.m. to 6:00 p.m., with the exclusion of holidays and teacher in-service days as specified in the Parent Handbook.

Withdrawal: Amazing Creations Preschool requires thirty days written notice be submitted to the office. Tuition fees will be due for the full thirty days even if the child is not in attendance. Tuition fees paid in advance (in excess of thirty days from the time of notification) will be refunded on the last day.

Termination: Services may be terminated by Amazing Creations Preschool for the following reasons which shall include (but are not limited to) the following:

- Any account delinquent for more than 20 days.
- Three incidents of late tuition payment.
- Refusal of the parent or guardian to sign required enrollment forms.
- Failure by the parent or guardian to pick-up a child (or arrange with designated emergency persons) within 45 minutes of notification that the child is deemed unable or unwilling to participate cooperatively in classroom activities due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior.
- When a child is causing harm to him/herself or others due to dangerous or unsafe behavior.
- In the event Amazing Creations Preschool is unable to meet the needs of the child and/or parents.
- Failure to provide Amazing Creations Preschool with current work and home telephone numbers, including changes, which would enable notification of the parents in the event of an emergency or illness in the most expeditious manner.
- Three late arrivals after designated pick-up time.
- Disregard of mandatory sign-in and out procedures. Children must be escorted to their classroom and receive acknowledgement from the teacher upon arrival. The supervising teacher must be notified of pick-up upon departure.
- Behavior of the parent or guardian which may be reasonably interpreted as harassment, verbal abuse, or physical abuse toward Amazing Creations Preschool staff or others present at Amazing Creations Preschool or during field trips and/or planned school activities away from the center.

I have read, understand, and agree to abide by all of the above policies as well as those set forth in the Parent Handbook. I understand that should I ever have any questions regarding the policies set forth, it is my responsibility to contact the Director for clarification.

SIGNATURE OF PARENT/GUARDIAN (Father)

DATE

SIGNATURE OF PARENT/GUARDIAN (Mother)

DATE

SIGNATURE OF DIRECTOR

DATE