

Our Savior Lutheran Ministries  
Early Childhood Development Center

Admission Policies

Please read thoroughly and initial each line. Your signature is required on the bottom of the page.

*Our Savior Lutheran Early Childhood Center is a California State Licensed Center (License # 013415043). We exceed the State's standards for health and safety. We admit children 2-5 of any race, color, nationality and ethnic origin. For a list of program activities as well as supplemental services please check out our web site at [www.oslm.net](http://www.oslm.net).*

Child Day Care Licensing

\_\_\_ State regulations require these forms be on file for each child; Admissions Policy, Identification & Emergency Information, Preadmission Health History, Physician's Report, Parents Rights, Personal Rights, and Consent for Medical Treatment. Any changes to the information on these forms must be immediately conveyed to the Preschool Office.

\_\_\_ To be eligible for our two-year-old programs children must be two by Dec.1, 2018 and will be able to start when they are two. To be eligible for our three-year-old programs children must be three by Dec. 1, 2018. To be eligible for our four-year-old programs children must be four by Dec. 1, 2018. We will work on potty training with children enrolled in our 2-year-old program, however all Children enrolled in our 3 and 4-year-old Pre-K programs must be potty trained.

\_\_\_ Our Two-Year-Old program has a 1:5 ratio, our Three-Year-Old program has a 1:7.5 ratio and our 4-Year-Old Pre-K program has a 1:9.5.

\_\_\_ 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 facility. The Department of Licensing Agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and then have a licensed medical professional physically examine the children.

School Admissions Terms and Conditions

\_\_\_ Tuition is an annual fee which must be paid in its entirety either up front or in monthly payments.

\_\_\_ Payment of tuition is due on or before each due date according to the payment date selected in TADS.

\_\_\_ Delinquent payments may result in the suspension of a student from school. Contact the Business Office immediately if a delinquent situation occurs.

\_\_\_ A \$35.00 fee will be charged to your account for any returned check or late payment.

\_\_\_ Rates do not change without a thirty-day written notice. Admission agreements are for the entire school year. Students may not start the next academic year if the prior year's tuition is not paid in full.

\_\_\_ **Withdrawal Policy:** If after the first month either party feels Our Savior Lutheran Early Childhood Development Center is not a good fit the child will be withdrawn from the program and no further tuition will be charged. Any child wishing to withdraw after the first month of attendance will need to give a 30-day written notice and will be responsible for the monthly tuition through the 30 days.

### Health and Safety

\_\_\_ If your Child contracts a communicable disease, please inform the school. Be certain that your child is not contagious before returning to school. Assessment on whether a child is well enough to participate in our program is left to the discretion of the teacher. If your child is turned away at the classroom door or you are called during class time to pick up your child due to an illness, your child will not be admitted to class the following day. One full day of no fever is required before a child will be allowed to return to class. A Doctor's note will be required.

\_\_\_ Medications are only given if prescribed (with written instruction) by a Doctor. Parent/Guardian must fill out the medication form available in the ECDC office. (See Incidental Medical Service Plan in Parent Handbook for more detailed information.)

\_\_\_ Parents must provide a daily nutritious morning snack of two separate food groups for their child. Soda, gum, or an over abundance of sweets are not allowed. (An afternoon snack will be provided to all children enrolled in our Full Day Program. Parents will need to pack a nutritious lunch for their child containing at least two food groups or they may purchase lunch through our hot lunch program at [www.choicelunch.com](http://www.choicelunch.com)).

\_\_\_ Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective. Notices will go up 24 hours before pesticides are used and stay up for 72 hours after. A list of pesticides used can be found on our website at [www.oslm.net](http://www.oslm.net).

\_\_\_ For the safety of all our children while at school and school events we ask that you only take photographs or video of your child.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_