



Admission Agreement 2022-2023

Date: _____

Facility Information: Passons

Academy

8415 S. Passons Blvd.

Pico Rivera, CA 90241

Tel. No. (562) 397-1366

Facility Type:

Preschool Program – 2 to 6 years old

Hours of Operation: 7:30 AM to 5:30 PM

To the Parents of: _____

Welcome to Passons Academy! We are delighted you have chosen our Academy as your choice of school for your child. At Passons Academy the care and supervision of the children under our care is most important. Our goal is to equip each student with the educational foundation they need for the next step in their educational journey. Each student is important to us, and we are excited see them grow to their fullest potential academically, physically, spiritually, and socially.

We serve a nutritious morning and afternoon snack based on California state guidelines. Please notify Passons Academy of any allergies and/or dietary needs of your child. Children need to bring lunch from home. We do not provide optional services at this time.

Financial Policies:

Tuition for the school year is divided into equal payments even though some months have holidays or school breaks. The monthly payments are installed payments from the annual contract. Those attending over the summer will be given the summer tuition payment plan in the spring during summer sign ups.

Tuition for late Enrollment:

Tuition will be prorated based on a weekly rate for the remaining days in the year, which may make the monthly charge slightly different than listed.

Required documents:

All required California State licensing documents must be completed and returned within 30 days of your signed Enrollment Contract with Passons Academy. Your child will not be allowed to begin school without these documents; there are NO EXCEPTIONS.

Release of Child to Authorized Person

Your child is only released to those persons appearing in the Emergency and Identification form that each family completes prior to attendance. Photo identification is requested if the person is not recognized by the dismissing teacher.

If someone is picking up your child that is not listed on the Emergency and Identification form, we must have written notification from you or that person's name on file in the office. Please update the list of people authorized to pick up your child whenever a change occurs. State licensing requirements prohibit the school from releasing your child to anyone except you or those named on the emergency card without written permission even though they may be known to our faculty and Staff.

ILLNESS

Please do not bring your child to school if he/she has a runny nose, fever, unusual rash, "pink eye" or sore throat. We request that your child stay home an additional 24 hours after the end of a fever, throwing up or diarrhea.

We are required by the State licensing system to send home any child who is so infected. You will be contacted and asked to pick up your child immediately if he or she shows any symptoms of illness. He or she must be isolated from the other children, so will be waiting for you in the office. If you are difficult to reach during the day or are not able to pick up your child on short notice, we will contact the person(s) listed on the child's emergency card to pick up a child who is ill. As children tend to spread germs easily, we ask all parents to cooperate with the illness policy in order to minimize illness at Passons Academy for both children and adults.

Personal Belongings

Children enjoy bringing things to share (e.g. books, shells, an interesting leaf, rock, picture, insect, etc.). Items of special class interest and educational value are always welcomed. If your child has something to share, please label the item or its container so that it can be safely returned to you.

Please do not allow your child to bring toys, money, or jewelry to school. Keychains, whistles, and other toys attached to a backpack are cumbersome and distracting. Let your child know that if they leave their special toy in the car, it will be safe until they return from school. If your child brings home an object that does not look familiar, please check with the teacher. Even seemingly insignificant objects may be of value to another child.

Hours of operation/schedules offered:

Passons Academy open from 7:00am to 5:30pm Monday through Friday. Your child’s schedule has been reserved for the following beginning on (date)

_____.

Mon. Wed. Fri. __

Tues. Thurs. __

Mon.-Fri.____

Payment Plans

5 Day Program M-F	School Year	Monthly
_Half Day	\$10,200.00	\$850.00
_Full Day	\$15,036.00	\$1253.00

Schedule times: 7:00am-1:00pm (half day), 7:00am-5:30pm (full day) Fees will be added for late pick up after 1:10 or 5:10 depending on your child’s schedule.

Payment Provisions

All families are required to be registered with Brightwheel our online communication system.

Monthly tuition is due on the first of the month. There is a \$25.00 late fee for payments received after the 3rd and a \$35.00 returned check fee for all returned payments.

There are no refunds, deductions, or credits for absences due to sickness, vacation, or emergency closures of the center.

Make-up days for occasional absences are NOT allowed.

Summer camp is not part of the academic school year and separate summer rates will apply.

The center closes at 5:30pm. There is a \$10.00 late fee, plus \$1.00 per minute for pick up after 5:30pm.

Passons Academy requires two (2) weeks paid and written notice prior to withdraw or long-term absence.

Passons Academy reserves the right to withdraw your child, without notice, if tuition is not received 10 days after the due date.

Passons Academy reserves the right to terminate your child's enrollment from our program if we feel it is not meeting the needs of your child. If after following the Behavior Issues procedures included in our Parent Handbook, the child's behavior escalates or continues to be inappropriate, disruptive and or dangerous to him/herself and or others.

A 30-day prior written notice will be provided by Passons Academy before any rate or fee changes are made to existing contracts.

Prior to, or within 30 calendar days following your child's enrollment a written medical assessment for your child must be provided to Passons Academy. It must include a record of your child's immunizations, results of a test for TB, and must not be more than one year old when obtained.

I am enrolling my child _____ at Passons Academy
Preschool at a monthly rate of _____ for _____ months.

I have read and understand this Admission Agreement. Initials: _____

Parent name: _____ (please print name)

Parent signature _____ Date _____

Director name: _____ (please print name)

Director signature: _____ Date _____