



BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL

3116 W. Main St – Alhambra – CA – 91801

Phone: (626) 943 – 9970 – info@belltowerschool.com

Admission Agreement (I)

Please sign this form and return indicating you understand and agree to all policies and fees set forth in the Parent Handbook of BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL.

This agreement is between BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL and _____ (parent or guardian) for the care of _____ (child's name).

Services Offered: BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL offers a full day Preschool and daycare program for children 3 years old to Kindergarten. Each child will receive quality care, a preschool curriculum, opportunities to explore and play, a naptime, a morning and hot lunch (if applicable), and extended morning day care program.

Payment Provision: Fees are payable on the 1st day of the month in advance. Failure to follow this policy may result in termination of enrollment. Half Day Program (M – F) - Monthly Tuition: \$ ____ (with lunch) \$ ____ (no lunch)

Application Fee: \$ 95 (non refundable).

Deposit: A deposit in the amount of one month's tuition will be paid with the first's month tuition. This deposit will be used as the 12th month's payment if the student continues to be enrolled in the program.

Late Fee: All accounts are to be paid on appropriate dates. The late fee will be \$5 per day everyday your payment is late. If tuition is delinquent for a period of 10 days, the child will be suspended until such payment is made.

Other school fees: Material fees: \$270 per year (in two installments)

Optional Services: Extracurricular classes in Chinese, Piano, Computers, Dance, etc are offered at a separate fee. Transportation services are **not** provided.

Modification Conditions: BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL reserves the right to modify any of the conditions of this agreement upon 30 day written notice to the parent or guardian. Agreements involving children whose care is funded at government-prescribed rates may specify that the effective date of a government rate change shall be considered the effective date for basic service rate modification and that no prior notice is necessary.

Returned Checks: There will be a \$35 charge plus late fees for any check returned for insufficient funds. If you should have two returned checks, you will need to pay in cash or money order thereafter.

Absences and Vacation: Parents need to call BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL by 9:00 a.m. on the day(s) their child will be unable to attend. Continuous expenses make it **impossible** to give a reduction in tuition for absences and vacation.



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Admission Agreement (Cont.)

Withdrawal: A one-month’s notice must be given for the withdrawal of your child from our program. Refunds will not be provided once paid. There are no exceptions to this rule. The school may terminate this agreement if the program does not meet the needs of the child or in the case of a violation of the Parent Handbook.

Overtime: BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL hours are 7:00 a.m. until 12 p.m. Any time after 12 p.m. will be considered overtime and parents will be charged at a rate of \$5 every 5 minutes.

RIGHTS OF THE LICENSING AGENCY: The State of California General Licensing Requirements Section 101200 (b) and (c) states 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 child(ren), or any staff member, and for the examination of all records relating to the operation of the facility.

Holidays and Vacations: will be closed:

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and day after

Christmas Eve thru New Year’s Day

One week for Spring Break

One week in August for In-service to be announced

Yearly Fee: A **yearly registration** fee of \$ 165 is due March 1st for those who are intending to come back the next school year. Registration fee is not refundable and must be paid with the application (if the student is not enrolled by March)

Acceptance We the parents of _____ have read and agree to the policies and fees set forth in the Parent Handbook of BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL.

Parent Signature

Date

Parent Signature

Date

Adriana Spik, Principal of BELL TOWER PRE ELEMENTARY BILINGUAL SCHOOL has approved this contract:

Date