



# Enrollment Application & Admissions Agreement

## 2023-2024 School Year

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

Class: 3 Day AM    3 Day PM    2 Day AM

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

*(office use only)*  
Enrollment fee: \$125 (Receive \$25 credit for completing Registration packets on or before 6/7/2023)  
check# \_\_\_\_\_  
Date received: \_\_\_\_\_ Initials: \_\_\_\_\_

A \$125 enrollment fee is due with this application. The enrollment fee is **Non-Refundable**. Please make a check payable to Tustin Community Preschool with your child's name and class noted. A Registration Packet of required state and school forms will be available online by **February 7, 2023**.

### TCP ADMISSIONS AGREEMENT

#### **I. PROGRAM**

TCP, a cooperative preschool, offers 2-day or 3-day developmental programs staffed with four working parents under the guidance of our Director, Shelley Burnett and Teacher, Lizette Sosa.

Enrollment is open for children 2 years, 9 months (who will be 3 years by the end of **2023**) through 5 years of age.

#### **A. Enrollment Fee**

A \$125 enrollment fee is due at the time of this application and is non-refundable. A \$130 materials fee will be due with the Registration Packet. Fully completed packets received on or before **June 7, 2023** will receive a \$25 credit towards the total due.

#### **B. Tuition**

Preschool (2-day and 3-day classes): Tuition is based on a 9-month school year, September through May. Monthly tuition costs are set by the Board of TCP every year before enrollment for the following school year.

The first month's tuition is due at time of registration and is non-refundable. Monthly tuition payments are paid one month in advance and are due by the 1st of each month October through May. A late fee of \$10 is assessed after the 5<sup>th</sup> of the month. Families starting mid-year will have their first month's tuition pro-rated if they start mid-month.

Tuition:            \$185 per month for 2-day class members  
                         \$240 per month for 3-day class members

All tuition paid is non-refundable. An autopay form will be included in your registration packet upon enrollment.

TCP offers a multi-sibling discount of 10% off of the lower tuition. Such a discount does not apply to Extended Day or Parent/Toddler.

#### **C. Extended Day**

Extended day is a bonus program on Tuesdays and Fridays, from 11:30 a.m. to 2:00 p.m. at a cost of \$15/day. Payment is due when you sign up for a particular date and is non-refundable even if your child fails to attend on the date scheduled. Children bring their own lunch.

### **III. RIGHTS AND RESPONSIBILITIES**

#### **A. Parent's Responsibilities** Parent(s) Initial \_\_\_\_\_

As a member of the co-op, you are responsible for assigned workdays in the classroom, committee work, fund-raising, attendance at monthly Parent Meetings, and other assigned duties as outlined in the Parent Obligations. Additional time commitment may be required if your child has special needs. Parents who work at the school are subject to the same rules and regulations of the Department of Social Services and other governmental agencies applicable to the licensee, TCP.

You will need to complete additional forms and obtain a health examination for yourself and your child. **A TB TEST IS A REQUIREMENT OF ALL WORKING PARENTS IN OUR SCHOOL.** You will return two days later to have the TB test read by a nurse and signed off. *If these forms are not completed according to membership deadlines, your child may not be allowed to start preschool in the fall.*

**LIVE SCAN FINGERPRINTING IS A REQUIREMENT OF ALL WORKING PARENTS IN OUR SCHOOL.**

#### **B. Withdrawal from TCP** Parent(s) Initial \_\_\_\_\_

You may withdraw your child from TCP at any time. To resign from the co-op, you must give 30 days written notice, in advance, to the Membership coordinators. **You remain responsible for tuition and workdays (or buying out for \$60/day) during this 30-day period, as well as fulfilling any**

**outstanding Extended Days, Dad's Workday, special event shift and fundraising obligations. After you give notice, Membership will inform you in writing of any outstanding financial obligations to TCP.**

You will be asked to withdraw from TCP if you fail to fulfill your parental responsibilities.

**C. TCP's Rights** Parent(s) Initial \_\_\_\_\_

TCP's Board of Directors has the power to expel and terminate the membership of any member, in accordance with its by-laws, and subject to the appeal procedure provided for in those by-laws.

TCP reserves the right to uphold its by-laws in order to ensure the health and safety of its membership, and to enforce the rules and regulations of the co-op.

TCP reserves the right to hire a collection agency for any outstanding monies due to TCP.

**IV. REFUNDS**

**Enrollment fee and extended day payments are NON-REFUNDABLE! Withdrawals prior to August 1, 2023 will receive a 30% refund for first month's tuition and materials fees which are also NON-REFUNDABLE after this date.**

**I have read and agree to comply with the terms of this Enrollment Application and Admissions Agreement. I am committed to fulfilling all of my parental obligations to TCP for the 2023-2024 school year.**

**I understand that there is a registration packet to follow which must be completed prior to school attendance and that I may preview an example per request.**

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**This Application and Admissions Agreement is accepted and signed on behalf of TCP by:**

**Board Member:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date** \_\_\_\_\_