



**Christ Methodist Preschool**

1717 Yulupa Ave.  
Santa Rosa, CA 95405  
707-526-0204

## **Admission Agreement**

*Please sign both copies and keep one for your files.*

The following contains information that requires the parent or guardian's signature. Please read carefully before signing. If you have any further questions, please feel free to contact the director(s) or the council chair.

**Discipline statement:** In order to protect your child and help him/her take responsibility for their actions, we have the following rule: A child may not hurt or endanger himself or other children and a child may not damage the property of others.

The following steps shall be taken as needed:

1. Positive redirection of behavior.
2. A warning is given to the child when behavior is inappropriate.
3. A brief period of "time-in." This includes interacting with teachers and students to help the child understand his/her actions, to resolve conflicts and learn appropriate behavior.
4. If there is a further problem with behavior, the parent will be notified. In extreme circumstances, the director(s) may request a family to withdraw their child.
5. There is no corporal punishment permitted at Christ Methodist Preschool.

**Pre-admission physician's report and forms required by Community Care Licensing:** Parents will be presented with another group of forms later in the enrollment period. **These forms must be completed and returned to school before a child will be admitted to class.** These include the Physician's Report and an immunization record required by the State Department of Health Services. Children must have up-to-date vaccinations for polio, DPT, MMR, HiB, Hepatitis B, and Varicella.

**Updating personal information in facility files:** Parents agree to inform the school at once of any changes to the information contained on the forms completed prior to admission.

**Tuition:** Parents should refer to the "Financial Agreement" for details.

**Facility operations:** Parents or the authorized adult bringing or picking up the child are required to **sign in legibly with their legal signature** at the time of entering and at the time of leaving. The sign-in/sign-out form is located on a clipboard upon entering. Until the staff is familiar with the adult picking up your child, a photo I.D. may be required. These procedures are imperative for licensing purposes.

**Yearly schedule:** The CMP holiday calendar follows the Bennett Valley School District calendar. The school year begins with an orientation in mid-August with the first day of school on the following Monday. Our regular school year ends the week after Memorial Day in May with optional summer programs available.

**Sick children:** Teachers reserve the right to send home a sick child. Children must be fever free for 24 hours before returning to school.

**Child abuse reporting:** CMP is required by state law to report any incident of suspected child abuse to Sonoma County Child Protective Services for Children.

**Personal Rights: Please keep second signed copy of personal rights for your records.** Parents understand that children have rights and have received a copy of the Personal Rights form in their enrollments packets.

**Parent's Rights: Please keep second signed copy of Parent's rights for your records.** Parents have the right to visit and observe the school any time their child is in its care. Parents have received a copy of the Parent's Rights form in their enrollment packet.

**Inspection authority by Community Care Licensing:** The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

**Complaint procedure:** Parents understand that they have the right to call or write the licensing agency if fault is found in the operation of the facility or the treatment of their child.

Call or write:

Community Care Licensing  
101 Golf Course Dr., Suite A230  
Rohnert Park, CA 94928  
707-588-5026

**Parent's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

License 490107770, Licensed by Community Care Licensing,  
California State Department of Social Services