

Liberty Christian Preschool
General Policies

TUITION

Payments for Liberty Christian Preschool are contracted on a fixed weekly basis. Holiday, short-term illnesses and an occasional absence will not change your weekly tuition fee. Variable rate programs are available upon written approval by the Administrator.

Tuition is due every week on Tuesday by 6 pm of the current week. If it is not paid in full, by the deadline, a \$20 late fee will be applied to your tuition. You may not accumulate any unused days with a week.

POTTY TRAINING

Children 3 years and older must be potty trained in order to register and attend Liberty Christian Preschool. Children under 3 will be assisted in potty training.

PAYMENTS

Payments may be made by cash or check.

RETURNED CHECKS

The charge for returned checks is \$25.

LATE PICK-UPS

Our school is open from 6:30am to 6:00pm Monday through Friday. We understand that people are occasionally late, but when this happens we must charge a late fee of \$1.00 per child, per minute increment incurred. This fee is to be paid directly to the preschool teacher at the time of pick-up. If not paid in full at that time, a \$5 processing fee will additionally be added to your account.

MAT SHEETS

All children are required to have a regulation mat sheet. Mat sheets should be brought every week. If not a mat sheet will be loaned to you for a \$2 charge per day.

SCHEDULE CHANGES AND WITHDRAWAL PROCEDURES

I understand that if I need to change my schedule or withdraw my child(ren) from Liberty Christian Preschool, I must give the school office a 2 week written notice. I am responsible for 2 weeks tuition from the date of that notice regardless of my child's enrollment status.

I understand parents who become dissatisfied and critical of the work of Liberty Christian Preschool and/or CrossPoint Baptist Church will withdraw their child(ren), however at no time will I participate in destructive criticism of Liberty Christian Preschool and/or CrossPoint Baptist Church and/or its employees, but will instead, if a problem arises, go directly to the person in a Christ-like manner.

I understand that, in the event of a conflict with Liberty Christian Preschool or its employee's I will not pursue legal action in the court system. I will attempt to resolve the conflict in a Biblically based manner by going to the appropriate individual and then their supervisors. Any conflict settled outside of the school or church will be settled mutually agreed upon Christian Conciliation service of Orange County, CA.

I give permission for photographs of my child to be used for publicity by Liberty Christian Preschool, i.e. Facebook, website, brochures, etc.

I have read and understood all policies stated above and hereby agree to abide by them.

Father's Signature

Date

Mother's Signature

Date

Director's Signature

Date