



Joyce's TOLUCA LAKE
PRE-SCHOOL AND KINDERGARTEN
10512 Magnolia Boulevard
North Hollywood, CA 91601
818•760•4345
www.joycespreschool.com

Welcome to our school family!

Joyce's Toluca Lake Pre-School is a year-round children's center offering full-time or part-time enriched care. There is a group enrichment experience for pre-school children from two to five years of age. Our program includes creative expression in art, music, literature and science at the pre-school level.

Enrollment is limited to allow our staff to give more personalized attention to your children, which enables each child to develop according to his/her ability regardless of chronological age.

Our full day program includes enrichment classes, dance, music and language arts and science along with two snacks, a 'home cooked' hot lunch and supervised nap or rest time. Each child is given the opportunity to grow toward independence and self-discipline under the loving guidance of highly trained teachers.

OUR MISSION STATEMENT

Our school is dedicated to extend and enrich an understanding of the world through 'teaching in the key of life'. At Joyce's, 'Teaching in the key of life' always means that one's heart and mind are fully engaged:

1. To insure the safety of all children
2. To promote good healthy habits
3. To promote physical growth and motor development
4. To increase self-confidence and self-expression and feeling secure in all situations

TUITION INFORMATION
Hours 7:00 am - 6:00 pm

Tuition is due and payable in advance at the first of the month. Our 2010 rates are as follows:

Full Time - 5 Days per week	\$800.00 per month
Part Time - Full Day	\$45.00 per day Includes lunch and 2 snacks
Part Time-Half Day/morning	\$35.00 Drop-Off from 7:00 am on/Pick-Up by noon Includes snack and lunch
Half Day/afternoon	\$35.00 Drop-Off from 2:30 pm on/Pick-Up by 6:00 pm Includes snack

We accept checks, cash and credit cards. There will be a \$5 fee added to all credit card transactions.

REGISTRATION FEES

A non-refundable registration fee of \$100 is due when enrolling your child.

A non-refundable registration fee of \$85 for books and supplies is required for Kindergarten students.

HOLIDAYS OBSERVED

We are open year-round and observe the following National Holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
President's Day	Thanksgiving (Thursday & Friday)
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day

Note: Holidays may not be deducted from your tuition.

SCHOOL HOURS

School hours are 7:00 a.m. to 6:00 p.m., Monday through Friday. Closing hour is 6:00 p.m. A charge of \$1 shall be charged for each minute after 6:00 p.m.

ADMISSION REQUIREMENTS AND INFORMATION

1. The Child must be at least two (2) years of age at the time of admission.
2. The following forms must be completed and returned to the school prior to the child's admission:
 - a. Physician's Report
 - b. Identification and Emergency Information Form
 - c. Child's Pre-Admission Health History
 - d. Consent for Medical Treatment Form
 - e. Parent's Rights Form, including Caregiver's Background Check Process Form
 - f. Personal Rights Form
3. State law *prohibits* dropping off children outside the school premises or dropping off children anywhere on the school premises other than to be given directly to a **Joyce's Toluca Lake Pre-School** staff member. At no time should a child be sent to school alone. A child is not permitted to open or close the front entry door, as this is the responsibility of the parent, guardian or whomever delivers or picks-up the child.

4. State law *requires* that every child must be signed *IN* and *OUT* at the time he/she is dropped off or picked-up. A fee of \$2 may be charged each time you fail to sign *IN* or *OUT*.
5. The child must be picked-up only by those persons listed on the Identification and Emergency Form. If someone other than a person listed on the above form is to pick up your child, then, be sure to notify the Director in writing. It is the policy of *Joyce's Toluca Lake Pre-School* to not release your child to a stranger.
6. As a safety measure, the school will not permit the following items to be brought to school:

Gum	Food other than lunch	Coins/Currency
Jewelry	Vitamins	Small gadgets
Items deemed to be harmful	Knives/Swords	Toy Guns
7. All cash/checks intended for the school can be placed in the tuition lockbox outside the school office.
8. The school must be notified of any changes in your address and/or telephone numbers, at home and at work, immediately so that should there be an emergency, no time will be lost trying to correct incomplete records.
9. Smoking is not permitted anywhere on the school premises.
10. Breakfast may be brought to school before 7:45 a.m., however it is preferable that breakfast be eaten at home.
11. It is understood that a child may be terminated for any of the following reasons:
 - a. Failure to pay tuition, as agreed.
 - b. Behavior of the child or parent who endangers the health and/or welfare of other children and/or the school staff.

ILLNESS

1. No child shall be admitted to the school with symptoms of headache, cold, cough, sore throat, earache, upset stomach, rash or fever.
2. The school has no facility to care for sick children. In case of sudden illness or accident, the school will notify the parents/guardian. The parents/guardian must assume responsibility to pick up the child or send a prearranged substitute.
3. Children must be symptom free for 24 hours before they may return to school.

MEDICATION

The school staff will be glad to assist you in the administration of medication to your child while he/she is at school. We must insist that you follow these safety rules:

- Only prescription medication will be administered to your child. Non-prescription medicine, such as Tylenol, aspirin, cough syrup or vitamins, will not be administered by *Joyce's Toluca Lake Pre-School* staff.
- All medicine must be in its original container, with the child's name on it, and instructions clearly marked by a physician or pharmacist.
- An authorization form signed by the parent or guardian is mandatory. This form shall include clear instructions as to dosage, time and any special instructions.
- All medication brought to school must be given directly to the Director for proper storage.
- All medication must be removed from the school daily.

CLOTHING REGULATIONS AND PERSONAL BELONGINGS

We recommend children wear clothing appropriate for the weather, sturdy shoes for running and climbing and clothes that are conducive to independent toilet habits. Our program is designed to help the children be comfortable. For this reason, we cannot stress strongly enough the need, for children, to dress in clothes which allow for maximum freedom and a minimum of concern.

Each child attending *Joyce's Toluca Lake Pre-School* will be assigned a cubby where he/she can store jackets, changes of clothes, etc. All personal belongings must be marked with the child's name for identification purposes. The following are necessities:

1. Please provide a small blanket and a crib sheet for your child. These items must be taken home every Friday for laundering, and returned the following Monday, in order to comply with State law.
2. All children should have a complete change of clothes in their cubby, including underwear and outerwear.
3. Children not toilet trained will require extra sets of clothing, as well as personal items such as: six (6) diapers and one (1) box of wipes.

PART-TIME ENROLLMENT

Part-time students must register for specific days. There will be a fee for day(s) requested other than the original days enrolled. Additional days will be allowed *only* if there is room in the class on the day(s) requested.

TUITION/LATE FEE PAYMENT

Tuition is due and payable, in advance, at the first of the month. A fee of \$5 per day will be assessed for late payment of tuition. If tuition is left unpaid for a period of one week, enrollment will automatically be terminated by Joyce's Toluca Lake Pre-School. Re-entry into school will be made only as space becomes available, unless prior arrangements have been made with the Director of the school. Additionally, should it be necessary for Joyce's Toluca Lake Pre-School to enforce collection of tuition, the parent/guardian agrees to pay whatever collection costs are incurred.

TUITION CREDITS

No reduction, credit or refund will be allowed for absences and/or holidays. ***Joyce's Toluca Lake Pre-School*** is reserving space for your child/children for the duration of absences and/or vacations, so parents are required to pay tuition in full.

REFUNDS

Tuition may be refundable only in the event of a child's dismissal by the Director of ***Joyce's Toluca Lake Pre-School***. In such event, a refund of tuition will be made on a pro-rated basis, according to the last day of attendance.

NOTIFICATION OF WITHDRAWAL

Parents/guardian must give two (2) weeks notice to the Director of ***Joyce's Toluca Lake Pre-School*** prior to the withdrawal of your child from school, or two (2) weeks tuition will be charged.

LATE PICK UP FEE

Joyce's Toluca Lake Pre-School closes at 6:00 p.m. If you pick up your child after 6:00 p.m., forcing a teacher or staff member to remain on duty after hours, there will be a charge of \$1 for each minute or part thereof.

MODIFICATION OF THIS AGREEMENT

Joyce's Toluca Lake Pre-School reserves the right to modify this agreement at any time. Modification of this agreement will be made in the form of a new agreement and shall be signed and dated by parent(s)/guardian or person responsible for enrolling the child/children.

PARENT'S COPY

PLEASE READ THIS AGREEMENT CAREFULLY, THEN SIGN AND DATE THIS PAGE ACKNOWLEDGING THAT YOU WILL ABIDE BY THE STATEMENTS MADE IN THE PREVIOUS PAGES AS BINDING AND CONTRACTUAL.

ACCEPTANCE

I, _____, hereby acknowledge that I have read and agree to the terms and conditions of this contract for the enrollment of my child/children, _____, in *Joyce's Toluca Lake Pre-School*, and do not take exception to any term or condition as stated in this agreement. I also acknowledge that I have been given a copy of this entire agreement (pages 1-7) to keep for my own records.

PARENT/GUARDIAN SIGNATURE

JOYCE'S TOLUCA LAKE REPRESENTATIVE

DATE

DATE

NAME(S) OF CHILD(REN)

CHILD'S BIRTH DATE

START DATE

Terms of Enrollment and Payment

Days of attendance: **M T W Th F**
Full Days/Half Days

Amount of Tuition:\$ _____

Registration Fee:\$. \$ _____

Other Fees:\$ _____

SCHOOL COPY

PLEASE READ THIS AGREEMENT CAREFULLY, THEN SIGN AND DATE THIS PAGE ACKNOWLEDGING THAT YOU WILL ABIDE BY THE STATEMENTS MADE IN THE PREVIOUS PAGES AS BINDING AND CONTRACTUAL.

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PARENT/GUARDIAN SIGNATURE

JOYCE'S TOLUCA LAKE REPRESENTATIVE

DATE

DATE

DRIVER'S LICENSE NUMBER

ADDRESS

PHONE NUMBER

NAME(S) OF CHILD(REN)

CHILD'S BIRTH DATE

START DATE

Terms of Enrollment and Payment

Days of attendance: M T W Th F
Full Days/Half Days

Amount of Tuition:\$ _____
Registration Fee:\$ _____
Other Fees:\$ _____

