



3560 Farm Hill Blvd.  
Redwood City, CA 94061  
(650) 365-8079  
Hours of Operation 8 am to 5 pm  
Monday - Friday

## **PCC Preschool Admission Policies**

**Admission Criteria:** PCC Preschool admits children who are potty-trained, meet the age criteria, and who are ready for a group experience. Admission decisions are made at the discretion of the preschool director. Parents are required to advise the staff of any medical, social-emotional, or learning conditions that affect the child's health, behavior, or learning. Our purpose is to extend the child's social, physical, emotional, intellectual, and spiritual development beyond the home. PCC Preschool shall accept children with special needs as long as it is determined by the director that the school can meet the needs of the child within the structure of our program. We reserve the right to evaluate the goodness of fit the program is for each child and to make decisions for withdrawal from the program if deemed necessary. Only ambulatory children will be admitted to the program since access to the playground involves stairs.

**Discrimination Policy:** PCC Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities in our school.

**Age Requirement for the mixed age class:** To be eligible for enrollment children must be 3-years-old or 4-years-old by September 1st of the school year they wish to attend. (Exceptions may be made for children that "just miss" the cut off date.)

**Enrollment Forms:** Prior to the first day of school, each new family will participate in a Pre-Enrollment Conference to review forms and policies, answer questions and confirm the child's school readiness before the start of the year. All school and state forms must be filled out and returned to school before the child may attend school.

**Tuition:** Tuition for the school year is paid monthly before care is received. Tuition payments are due on the first of each month and delinquent after the 5th day of the month. A late fee of 10% of your tuition will be charged to families when the monthly tuition is paid on the 6th of the month or later. Monthly invoices will be

emailed through our Early Childhood Education Platform called "Family". Invoices paid by ACH, debit, or credit card can be done through the Family Platform. Payments made by credit or debit card will incur a 2.8% fee (does not apply to ACH transactions). Invoices can also be paid by delivering cash or a check to the Preschool Office. Checks should be made payable to PCC Preschool. Families are expected to keep their tuition payments current each month. It is highly encouraged that families set up recurring payments online to avoid any missed or late payments.

**Late Pick Up:** It is important that children are picked up on time. Children are dismissed at 1 p.m. for our part day program and 5 pm for our full day program. We allow a 5-minute grace period for those occasional times of running late. If a family routinely picks up past the 5-minute grace period, there will be a charge of \$1.00 per minute until your child is picked up. We understand that circumstances sometimes arise that impede pick-up. If you have an emergency that causes you to be late for pick-up, please call the office at 650-365-8079.

**Early Withdrawal:** If you plan to withdraw your child from school, we need to be notified 30 days prior to your child's last day. This allows us the time we need to fill the opening without financial impact on the school. If we are not given 30-days notice, you will be responsible to pay for one month's tuition.

**Early Dismissal from Program:** PCC Preschool reserves the right to terminate a child's enrollment if it is determined by the director and staff that our program is not the best environment for a child's growth and development. If it is determined that a child's needs cannot be best met through our program, parents will be notified before action will be taken.

**Program Activities:** During the school day, children have opportunities to experience large and small group activities, and structured and unstructured times. Activities in math, science, art, music, dramatic play, language arts, and large and small motor skills will be offered each day. Children will eat their snack during small-group time which also includes story time and cognitive activities. Children will have outdoor playtime on our school's playground each day, weather permitting. Children will also eat lunch prior to closing circle time. Full time students have a required rest period and continue the same activities provided in the morning. Please refer to our Parent Handbook located on our website for detailed information regarding our policies & procedures.

**Licensing Information:** PCC Preschool is licensed by the State of California, Health and Human Services Agency, Department of Social Services, and Community Care Licensing. Community Care Licensing has the right to review children's records and to interview children. LIC#: 410500506

**Please return this signature portion and  
keep the above for your records.**

**PCC Preschool Admission Agreement:** I have read and understand the policies and procedures that are presented in the Admission Policies for PCC Preschool. I accept the regulations outlined and I agree to meet the financial obligation described.

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

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