

**Loma Linda Academy Children's Center**  
**25228 Shepardson Drive**  
**Loma Linda, CA 92354**  
**ADMISSION AGREEMENT**  
**2017-2018**

We/I, \_\_\_\_\_ parent(s)/guardian(s) of \_\_\_\_\_  
Parent(s) / Guardian's Name(s) Child's Name

have read the Parent Handbook and agree to abide by it; following policies and procedures while enrolled in the program. LLACC operates as a private not for profit child care and education business.

1. **Eligibility:** Open to all children age 0 to 5 regardless of race, nationality, or creed.
2. **Religious Activities:** Children will be involved in religious instruction and activities including prayer daily. The religious practice is that of Seventh-day Adventist. This will include vegetarian foods served as snacks and the lunch program in accordance with Seventh-day Adventist health practice and principals.
3. **All Seventh-Day Adventist employees:** All staff are employed through Loma Linda Academy. And are employees of the Southeastern California Conference Office of Education.
4. **Services:** Early Education and Care is available from 6:30a.m. to 6:00p.m. Monday through Thursday and Friday 6:30a.m. to 5:00p.m.
5. **Application:** Registration fee of \$275.00 paid upon enrollment. This fee is non-refundable and is charged yearly on July 1<sup>st</sup> to your account.
6. **Payment:** Monthly tuition is indicated on the current tuition schedule. Tuition increases are usually made yearly to coincide with LLACC's fiscal year July-June. The Center will attempt to give a 60 day notice of any increase.
7. **Rates:** Tuition rates are evaluated yearly and adjustments are made in accordance with budgetary needs including materials, repairs, and improvements.
8. **Illness/Vacation:** There are no adjustments or refunds for any days missed for illness, vacation or holidays. Rates have been calculated to include closures. The rates are fixed and tuition income is calculated by enrollment; therefore tuition credit cannot be given for any missed time.
9. **Tuition:** Tuition is set with no variance.
10. **Family Discounts:** Discounts are offered for two or more siblings enrolled at a discount rate of 10%.
11. **Disenrollment:** Child care services may be terminated with a full 2 week notice by either party. For example, if you plan on leaving the center at the end of a month you are required to give notice two weeks prior to the last day. If you fail to give the required notice you will be liable for the remainder of the weeks required. No exceptions.
12. **Termination:** A family may be asked to leave for inappropriate behavior by either the child or parent/guardian (including all parties authorized for drop off and pick up) as indicated in the Parent Handbook. ***Child care services may also be terminated for excessive late pickups or excessive late tuition payments.*** No account will be past 20 days.
13. If a family leaves the center owing tuition and has ignored a final statement for payment; the account will be turned over to a collection agency.

**RIGHTS OF LICENSING AGENCY:** Community care licensing reserves the right to review all information kept in the center's files and to observe the children at the facility at any time, with or without notice.

I have read the foregoing and hereby agree to abide by the policies as set forth above.

\_\_\_\_\_  
Mother's Signature/Guardian

\_\_\_\_\_  
Father's Signature/Guardian

\_\_\_\_\_  
Date