

PRESBYTERIAN CHURCH OF THE MASTER PRESCHOOL
26051 Marguerite Parkway
Mission Viejo, California 92692
949-582-2910

April, 2019

Dear Parents:

Thank you for registering your child with us for the fall 2019-2020 school year. **In order to maintain your child's place we must receive the Enrollment Fee and completed medical form LIC 701 on or before June 1, 2019. Children who are presently attending the preschool are NOT required to turn in a new medical form.**

The enrollment fee, which is 1/10th of the annual tuition is June 2020 or the 10th payment tuition installment in advance. It is due June 1, 2019. **This payment as well as all other 2019-2020 invoiced payments will be made through your Brightwheel account.** It is \$265.00 for the two day children, \$345.00 for the three day children and \$520.00 for the 5 day children. It is refundable until July 15, 2019. After July 15, 2019, a 30 day written notice is required to receive a refund of the enrollment fee. Prepaid tuition is refundable on a pro-rated basis determined by the number of sessions in the school year divided into the annual fee on the following conditions:

1. 30 day advanced written withdrawal notice is provided and
2. A new student fills the vacancy within 30 days
3. Refund request expires 90 days after withdraw date

The enrollment fee is not refundable if a student is withdrawn after on or April 1, 2020.

The California State Department of Social Services and PCOM Preschool requires each child enrolled in school have on file:

1. Current Year Registration Form (pages 1 and 2)
2. A pre-admission Health History form (LIC 702- page 5) and a completed Physician's Report (LIC 701-page 9 & 10) with dates of all immunizations. Please refer to Senate Bill 277 for all required immunizations admitting conditions.
3. PCOM By- Laws (page 3)
4. Identifications and Emergency Information Form & Authorization for Pick Up (LIC 700- page 4)
5. Consent for Emergency Medical Treatment Form (LIC 627- page 6)
6. Personal Rights Form (LIC 613A- page 7)
7. Parent's Rights Form (LIC 995-Page 8)
8. Authorization to Pick up, Emergency list and Consent for Medical Treatment (page 11) Pick up names on pages 4 and 11 MUST match.
9. Acknowledgement of receipt of the above forms (LIC 9224) (page 13)
10. Please acknowledge and sign state form request (page 14)
11. Getting to Know Your Child Form (pages 15 & 16)
12. Background Check Process Form (LIC 995E- Page 17). This will be returned to parent.

To maintain your child's place for August 2019- June 2020 school year, all forms must be turned in by June 1, 2019. Returning students are not required to turn in another pre- admission health form. Continuously enrolled students only need to turn in pages 1, 2, 4 and 11.

Meet and Greets will be on August 26, 2019 WF and MWF sessions will be from 9:00-9:30am. TTH and MTTH will be from 9:40-10:10am. TK will be from 9:00-9:30am. Teacher assignment post cards will be mailed by August 16, 2018. The first days of school will be August 27th and 28th at 8:45am. If your child is a 3-year-old, you will receive a phone call the beginning of August to schedule your child's home visit with their teacher.

Back to School Night will be August 22nd. This is a parent ONLY event.

6:00-6:30 MWF, WF, & TK in classrooms

6:35-7:20 MWF, WF, MTTH, TTH & TK in The Commons

7:25- 7:55 MTTH, TTH in classrooms

We need all Medication Authorization Forms for allergies in the preschool office by August 1, 2019. We will be setting up parent/staff training dates and times during the week of August 19, 2019. At this time, you will bring in the 2 Epi pen, Benadryl, nebulizers and inhalers. Please make sure all medications and Epi Pens are valid through June 2020.

Summer Camp registration begins May 15, 2019. Please bring in your completed Summer Camp form to the preschool office to ensure your child's spot. Payments can be made through Brightwheel invoices. Which will be sent out after your Summer Camps registration paperwork has been submitted on May 15th. Summer Camp registration will be ongoing until all spots are reserved. You can find an additional copy of the Summer Camp form on our website home page pcompreschool.com. We also have extra copies in the preschool office. The entire 2019-2020 registration packet must be complete and turned into the preschool office for summer camps attendance this includes the LIC 701.

Thank you,
Miss Vanessa