



Dear Preschool Parents:

February 2020

Welcome to the **2020-2021** school year at Tustin Community Preschool! We're looking forward to a great year. Enclosed are medical and general information forms that need to be on file for you and your child **before school starts**. The laws governing preschools in the State of California require over half of these forms. Until the necessary records are on file at TCP, your child may not attend class. Please fill these forms out carefully and completely to ensure a successful start to the school year.

If this is your child's first year at TCP, your pediatrician must complete and sign the Physician's Report (form #5) to verify that your child has received the appropriate immunizations. The State requires that children receive vaccinations against *measles, varicella (chickenpox), mumps, rubella, polio, DTP, Hib and Hepatitis B*. Please indicate to your child's pediatrician that we need the specific dates of each immunization listed on the form. Make your doctor appointment ASAP.

2nd year students most likely do not need a new physician's report (since they're good for 2 years from the date of the physical); however, we do need parents to let us know if anything has changed with regard to your child's health since last year. Please include a photocopy of your child's immunization record regardless of any changes.

In addition to your child's immunization requirements, we are now required to show proof of the following vaccinations for all working parents: *Influenza, Pertussis (Whooping Cough), and Measles*. Please see the attached "Working Parent's Vaccination Requirements" for more info (file 567W instructions).

New parents who will be working at the school are required to have a doctor sign the Health Screening Report and **provide results for a current TB test (good for 4 years)**. **Parents who are returning are required to submit updated health forms every other year and an updated TB test or x-ray (if needed) every 4 years**. Any other parent or grandparent who will be helping at the preschool must also meet these requirements. **Please complete all forms included in this packet and return them with your \$120 materials fee no later than **June 3, 2020** between 10am and 1pm.**

Save the Dates

Registration Packet Drop-Off: Packets are due back no later than **Wednesday, June 3, 2020** between 10:00 a.m. and 1:00 p.m. at TCP. Membership coordinators will be on hand to collect and go over your forms with you. Your class VPs will also be on hand to meet you!

Please arrive to packet drop-off according to the following schedule to meet your VPs:

10:00 a.m. 2-day AM class

11:00 a.m. 3-day AM class

12:00 p.m. 3-day PM class

Welcome Back Popsicle Party: **Wednesday, August 19th** from 3:00 p.m. – 4:00 p.m. at TCP. This is a fun event to give new and returning families a chance to meet with the Director and see the school.



Parent Orientation: Tuesday evening, August 25th, 6:00 p.m. - 10:00 p.m. in the TPC big hall. This meeting is MANDATORY for any parent or grandparent who is working in the classroom. Please arrange for a babysitter because children are not allowed at Orientation or the Walk-Through trainings.

Walk-Through: Attendance at one of these walk-throughs is mandatory for all parents or grandparents working in the classroom at TCP. Alumni returning working parents must attend a walk-through, unless they are entering their fourth consecutive year in the preschool. Walk-Through is an adult-only event. **You MUST attend ONE of these walk-throughs for your child to attend TCP. Starting the year off with good training and making sure everyone understands how TCP works is critical to your child (and all of the children) having a spectacular year!**

Thursday, August 27th, 9:00 a.m. - 12:00 p.m.

Thursday, August 27th, 6:00 p.m. - 9:00 p.m.

Tuesday, September 8th, 6:00 p.m. - 9:00 p.m.

First day of school:

3-Day AM Wednesday September 9th, 9:00 - 11:30 a.m. *

3-Day PM Wednesday September 9th, 12:00 - 2:30 p.m.*

2-Day AM Thursday, September 10th, 9:00 - 11:30 a.m. **

***Only Parents of new students must attend the entire first day.**

****A parent must join their child and remain at TCP the entire first day.**

Back to School Family Night: Our Back to School Night will be held on an evening towards the end of September, from approximately 5-7:30, likely at Peppertree Park. Come enjoy a night of good food, treats, and entertainment for the whole family.

We look forward to seeing you at Packet Drop-Off on Wednesday, June 3rd. If you have any other questions, do not hesitate to contact us!

Your 2019-2020 Membership Coordinators,
Abbey Thomas and Nikki Cardon, membership@tcp4kids.org



Tustin Community Preschool

Frequently Asked Questions

“I will not be able to have all of my paperwork completed by the due date.”

To secure your child’s spot in the school, please complete and send all the paperwork that you can complete to us no later than **June 3**. The \$120 materials fee is due with the completed packet. **Packets are due by June 3rd at 1:00 p.m.**

“I will have 2 children at TCP. Do I need to fill out all of the forms for both?”

Yes. Each child will have their own file. Therefore, please complete separate packets for each child.

“Does my child’s grandparent need to fill out a Criminal Report to work at the school?”

Yes, we require that both parents, as well as any grandparent who works at the school, have a criminal report in the office records. You can get more copies from the membership coordinators or make a photocopy of your original and change the title to “Grandparent”.

“Why does TCP require Live Scan fingerprinting?”

While TCP offers a fun environment for your child to play and learn, we also want to ensure it is a safe one. That means completing a thorough background check for all working parents/grandparents, who work directly with your child on a day-to-day basis.

“Is my social security number required for Live Scan fingerprinting?”

The Department of Justice has strict policies and procedures when it comes to the care and safety of citizens’ (applicants’) personal information. A reputable Live Scan service provider, by law, must adhere to these rules.

“I had a child enrolled at TCP two years ago. Do I still need my TB test?”

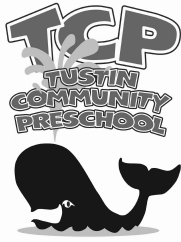
For every working parent, a TB test is required to be on file before starting at TCP. TB tests are good for 4 years, after which time a new test must be performed.

“The results from my TB test will not be back in time for the registration packet due date.”

Please make a note of it on your admissions checklist and return the rest of the packet by **June 3rd**. Contact a membership coordinator to make arrangements for turning in the TB form. TB test results must be on file by the start of school.

“For the Parent’s Health Screening Report (Form #3W), do I need to schedule an actual physical with my doctor?”

It depends. If you have a regular physician who knows your health history, he or she will probably sign the form when you schedule your TB test. If you haven’t seen a doctor in some time, you’ll need to schedule a physical. Physicals for parents are good for 2 years.



Tustin Community Preschool

Frequently Asked Questions

“My child has had all of his/her vaccinations. Do they need to visit the doctor for an actual check up to complete the Physician’s Report of Health (Form #5)?”

No. Contact your doctor’s office and explain that you are signing your child up for preschool and that there is a vaccination and health evaluation requirement. They will be able to fill out the form by referring to your child's health record and will mail it to you or have you pick it up when it is filled out (preferable). Some offices charge a minimal fee for filling out the form.

“How much money do I owe at this time?”

When you enrolled, you paid a \$100 enrollment fee and the first month’s tuition (for September). Due now is the \$120 materials fee. The monthly tuitions are \$165 for 2-day classes and \$205 for 3-day classes, with a 10% discount for additional siblings. There is no sibling discount for the Parent/Toddler program. Starting in October, tuition is due for that month by the 1st of the month. A late fee of \$10 is assessed after the 5th of each month.

“How do I pay my tuition?”

Tuition must be paid via EFT (electronic funds transfer). Please refer to form 17 in the registration packet. Please note, all credit card authorization forms will be shredded immediately after the information is loaded into our secure database.

“What is Parent Orientation?”

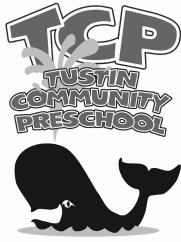
Parent Orientation is the first MANDATORY working parent meeting of the year. It is an opportunity to learn about the philosophy and benefits of a co-op school, as well as to become familiar with the responsibilities involved in being a TCP parent. This is a parents-only event. Failure to attend Parent Orientation will jeopardize your child’s enrollment.

“What is the Walk-through?”

The walk-through is a mock workday to demonstrate to parents what to expect and what to do when they work in the classroom. This is a parents-only event and it is MANDATORY. No children may be present. Grandparents who plan to work must also attend. Alumni returning working parents must attend a walk-through unless they are entering their *fourth consecutive* year in the preschool, after which they are more than welcome to come for a refresher.

“What is the Welcome Back Popsicle Party?”

The Welcome Back Popsicle Party is a fun social activity for parents and children. It is an opportunity for the children to come see the school, teacher, and the Director. Parents will have an opportunity to meet other parents with whom they will be working and children will become familiar with TCP.



Tustin Community Preschool

Frequently Asked Questions

“When will I get my committee job assignment?”

The Committee Coordinator will contact parents about their job assignments sometime after school starts. She will need time to review all Committee Job Interest Sheets and determine the best match for each job. All jobs should be assigned by the end of September or at the October parent meeting.

“How much time will my committee job take?”

Most jobs require a minimum of one hour per week beyond the normal time working in the classroom. Some jobs have times during the year that require more hours in a week, but it usually averages out to be four-six hours per month. We all pitch in to help when needed. Your child’s experience at TCP will be enhanced if you have a positive attitude with your committee job, working in the classroom, and offering to help when needed!

“What is a love note?”

In case of a stressful situation such as an earthquake, a love note and family picture will be used to calm your child. For example, “Dear Sweetie Pie, Mommy and Daddy love you very much and will be at school soon to bring you home. Your teacher and the working parents will take good care of you until we come. I can’t wait to see your smile and give you a big hug! Love, Mommy.” (Please do not attach toys, stuffed animals, etc.)

**Does not have to be on the provided form--feel free to write in a card, make a card, etc. if desired*

“Do I bring my enrolled child with me on work days?”

Yes. You will arrive 30 minutes before your class time to set up the classroom and stay for 30 minutes after class to clean up (or slightly longer as needed for completion). The Director or another working parent will supervise your child the entire time. Only your enrolled child may be with you on working days. Also, arriving 15 minutes or later to a scheduled work shift will result in a penalty fee of \$60 and may require you to reschedule your shift.

“What is the Materials Fee?”

The materials fee is used to cover the cost of materials for all of the wonderful art and paint projects we complete at TCP. These materials include paint, glitter, glue, paper, stickers, etc.



Student's Name: _____

Tustin Community Preschool
Student Admissions Checklist 2020-2021

For Each Student's File:

- _____ 2x2 Photo of your child's face (print his/her full name on backside)
- _____ #1 Identification and Emergency Information
- _____ #2 Fee Schedule Agreement
- _____ #3 Parent Obligations
- _____ #4 Child's Pre-Admission Health History-Parent's Report
- _____ #5 Physician's Report; Date of physical: _____ (good for 2 years)
- _____ #6 Consent for Administration of Meds (sign regardless of meds; update as needed)
- _____ #7 Consent for Emergency Medical Treatment
- _____ #8 Criminal Record Statement, Parent 1 (sign both pages)
- _____ Criminal Record Statement, Parent 2 (sign both pages)
- _____ #9 Notification of Parents' Rights
- _____ #10 Personal Rights
- _____ #11 Family photo and love note to child in case of emergency
- _____ #12 Authorization to Treat a Minor (**obtain from TCP**, fill out both sides)

Also Required:

- _____ #13 Permission Slips/Acknowledgements (*for director*)
- _____ #14 Special Needs Form (*for director*)
- _____ #15 Directory Information Request (*for directory creator*)
- _____ #16 Committee Job Interest Sheet (*for committee coordinator*)
- _____ #17 Credit Card Authorization Form (*for treasurers*)
- _____ **Check Payable to TCP: \$120 Materials Fee** (*for treasurers*)

-affix photo here-

please also write child's
name on back of photo

photo of:

(student's name)

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PERSON RESPONSIBLE FOR CHILD	LAST	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐ CALL EMERGENCY HOSPITAL ☐ OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY
(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN
AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	phone #	RELATIONSHIP

TIME CHILD WILL BE PICKED UP

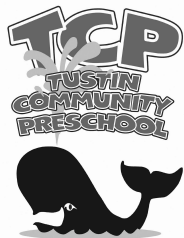
SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE

DATE

**TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY
CHILD CARE HOMES LICENSEE**

DATE OF ADMISSION

LAST DATE OF ENROLLMENT



Student's Name: _____

2

Tustin Community Preschool

2020-2021 School Year

FEE SCHEDULE

ENROLLMENT (non-refundable): \$100 per student

MONTHLY TUITION (First month's tuition is paid with enrollment and is non-refundable):

<u>Class</u>	<u>Monthly Tuition</u>	<u>Yearly Tuition</u>
2-Day AM	\$165.00	\$1485.00
3-Day AM	\$205.00	\$1845.00
3-Day PM	\$205.00	\$1845.00

- Tuition may be paid in monthly installments.
- Tuition will be billed on the first of the month beginning **10/1/20** and ending **5/1/21**.
- The first month's tuition is paid at time of enrollment and is non-refundable.
- If two or more children are enrolled in the preschool, the second and third (etc.) child(ren) will receive a 10% discount on monthly tuition. There is no discount for the parent/toddler class.
- A late fee of \$10 will be charged for tuition paid after the 5th of the month.
- A \$25 fee will be charged for all returned checks.

Additional Financial Obligations:

- Participation in mandatory fundraisers (see Obligations Form).
- One-time \$120 materials fee is due by **June 3, 2020** with the registration packet.
- Snack for the class when working as the Inside Parent (approximately four times during the school year per each of your enrolled children). Snack should cost approximately \$30 each time.
- Arriving 15 minutes or later to your class work shift will result in a \$60 penalty along with the make-up of your shift.
- Three or more Extended Day Shifts per year per family must be worked by a working parent (see Obligations Form). A \$60 penalty will apply per shift that is missed or for which you do not sign up.
- Two or more special event shifts per year per family (see Obligations Form). A \$60 penalty will apply per shift that is missed or for which you do not sign up.
- Each family is required to send an adult male family member to work one Saturday workday per year (called "Dad's Work Day"; see Obligations Form). A charge of \$125 will apply if this commitment is not fulfilled.

In the event that you need to terminate your membership contract with Tustin Community Preschool, written notice must be given 30 days in advance. During those 30 days, you are responsible for tuition and for all work shifts. Additional charges may include: buyout for work shifts, Dad's Work Day, Special Events, Extended Days, and Fundraising obligations. Please refer to the TCP Handbook for more details.

I have read and understand in full the tuition/financial requirements set forth by Tustin Community Preschool, Inc. I am aware that full details are available in the Handbook.

Name: _____

Signature: _____

Date: _____



Child's Name: _____

3a

Tustin Community Preschool

Obligations of Parents

2020-2021

Tustin Community Preschool is a child-inspired cooperative preschool, where kids learn, play, create, and interact in a nurturing, safe setting.

We understand that TCP is a cooperative preschool and that parents work under the direction of a paid director/teacher.

Enrollment fees and first month's tuition are NON-REFUNDABLE.

As the parents of _____, we agree to carry out the following responsibilities of Tustin Community Preschool in addition to our monthly tuition payments:

1. Complete the school's Registration Packet that is available via the website and due back by **June 3, 2020**. Individuals who do not complete the packet or communicate with TCP by its due date will forfeit their child's spot in our school. A sample of the Registration Packet is available for your review in the office. **The \$120 materials fee is due with the packet.**
2. Attend the Parent Orientation Meeting on **Tuesday, August 25, 2020**, plus one of the scheduled training walk-throughs that week for all parents/grandparents who will be working in the classroom. The dates and times for the walk-through will be in the Registration Packet.
3. Participate in the classroom as a Working Parent as scheduled, *averaging from one to three times per month*. **A \$60 penalty will apply per shift that is missed.** A missed shift is defined as arriving 15 minutes or more after the start time for the work shift. If the working parent misses the shift completely, or it has been covered, they must make up an additional work shift.
4. Purchase and bring snack to class approximately four times during the school year per child you have attending the school. Snack averages \$30 each time.
5. The parent(s) who work in our classroom must attend a Parent Meeting on the first Tuesday of each month. The Parent Meeting begins at 7:00 p.m. with refreshments available by 6:45 p.m. Two times per year, each parent is required to bring an assigned potluck item to the meeting. Families with 2 children enrolled are required to bring an assigned potluck item 3 times per year. Families with 3 children enrolled are required to bring an assigned potluck item 4 times per year. You are also required to help set up and clean up from that particular meeting. Additional work may be assigned if more than one Parent Meeting is missed.
6. In addition to being a Working Parent on scheduled days in our classroom, each family takes on a "Committee Job" which helps maintain or run our school. The timely performance of these jobs is critical to our school program running smoothly! Most jobs require a **minimum of 4-6 hours per month**.
7. Work at least three Extended Days during the year (one every three months). Families with 2 children enrolled work 4 Extended Days. Families with 3 children enrolled work 5 Extended Days. Extended Day is a bonus program for the children on Tuesdays and Fridays from 11:30 to 2:00 p.m. Work shifts are 11:25 to



Child's Name: _____

3b

Tustin Community Preschool

Obligations of Parents

2:30 p.m. Children bring a packed lunch and the program costs \$12 per day. When you work your three Extended Day shifts, your currently enrolled child is free to attend on those days. **A \$60 penalty will apply per shift that is missed or not signed up for.** A missed shift is defined as arriving 15 minutes late for a work shift. If the working parent misses the shift completely, they must make up an additional work shift.

8. Participate in one of three scheduled Dads' Work Days (6 hours on a Saturday) OR pay a buy-out fee of \$125 to TCP, \$62.50 if enrolling after February 1st. Families with 2 or more children enrolled participate in 2 Dads' Work Days.

9. Work two special event shifts (i.e. clean-up crew at The St Patrick's Day Parade), one by February 1st and the second by the end of the school year. Families with 2 children enrolled work 3 special event shifts. Families with 3 children enrolled work 4 special event shifts. **A \$60 penalty will apply per shift that is missed or for which you do not sign up.**

10. Mandatory participation in TCP fundraisers, which includes the following:

A. Participation in our annual Fall Garage Sale. Each family will:

1. Donate \$50 worth of "used" clothing, furniture or household items.
2. Work a 90-minute shift during set-up when you bring your donations.
3. Work a two-hour shift during the sale.

B. Pay \$80 per family for our Spring Fundraiser, typically an Auction, due by February 20, 2021, or \$100 automatically charged with March 1st tuition.

C. Participate in an additional fundraiser if the Board of Directors decides additional fundraising is necessary.

I have read and understand the contents of the TCP Handbook (found on TCP's website at the bottom of the Tuition and Obligations page) and will act in accordance with these policies and procedures.

Parent(s) Initial ____/____

For more information or questions about Parent Responsibilities at TCP, please email membership@tcp4kids.org or call TCP at (714) 544-2398.

Parent #1 Signature: _____ Date _____

Parent #2 Signature: _____ Date _____

CHILD'S PREADMISSION HEALTH HISTORY - PARENT/AUTHORIZED REPRESENTATIVE REPORT

CHILD'S NAME	SEX	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
IS / HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?		DATE OF LAST PHYSICAL/ MEDICAL EXAMINATION

DEVELOPMENTAL HISTORY *(*For infants and preschool-age children only)*

WALKED AT* _____ MONTHS	BEGAN TALKING AT* _____ MONTHS	TOILET TRAINING STARTED AT* _____ MONTHS
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PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping Cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF

DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*	
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*	
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST		
	LUNCH		
	DINNER		
WHAT ARE USUAL EATING HOURS?	BREAKFAST		
	LUNCH		
	DINNER		
ANY FOOD DISLIKES?		ANY EATING PROBLEMS?	
IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	
PARENT / AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S HEALTH			

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
DOES CHILD USE ANY SPECIAL DEVICE(S): <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:
PARENT/ AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S PERSONALITY			

HOW DOES CHILD GET ALONG WITH PARENT / AUTHORIZED REPRESENTATIVE, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

PHYSICIAN'S REPORT—CHILD CARE CENTERS
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)**PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)**

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____

Vision: _____ Insect stings: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Dental: _____

Other (Include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY) (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

- ☐ Risk factors not present; TB skin test not required.
- ☐ Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
____ Communicable TB disease not present.

I have ☐ have not ☐ reviewed the above information with the parent/guardian.

Physician: _____

Address: _____

Telephone: _____

Date of Physical Exam: _____

Date This Form Completed: _____

Signature _____

☐ Physician ☐ Physician's Assistant ☐ Nurse Practitioner

RISK FACTORS FOR TB IN CHILDREN:

- * Have a family member or contacts with a history of confirmed or suspected TB.
 - * Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
 - * Live in out-of-home placements.
 - * Have, or are suspected to have, HIV infection.
 - * Live with an adult with HIV seropositivity.
 - * Live with an adult who has been incarcerated in the last five years.
 - * Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
 - * Have abnormalities on chest X-ray suggestive of TB.
 - * Have clinical evidence of TB.
-

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART**NOTE:** Regulation Section 101221 requires the following information be on file.

CHILD CARE CENTER NAME:	LICENSE NUMBER:	DATE:
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PARENT'S INSTRUCTIONS:

1. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting child care facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME	DATE OF BIRTH
MEDICATION NAME	DOSAGE

I authorize child care personnel to assist in the administration of medications described above to the child named above for the following medical condition/s:

From _____ to _____ at _____ daily while in attendance.
BEGINNING DATE ENDING DATE TIME OF DAY

PARENT'S SIGNATURE:	DATE:
---------------------	-------

MEDICATION CHART
Staff Documentation of Medicine Administration

DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE

Upon completion, return medicine to parent or destroy, and place form in child's record.

STAFF	DATE
-------	------



CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclld.ca.gov/contact.htm>.

CRIMINAL RECORD STATEMENT

State law requires that persons associated with licensed facilities or Home Care Aide Registry applicants be fingerprinted and disclose any conviction. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. The fingerprints will be used to obtain a copy of any criminal history you may have.

Have you ever been convicted of a crime in California ? ☐ **YES** ☐ **NO**

You need not disclose any marijuana-related offenses covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7.

Have you ever been convicted of a crime from another state, federal court, military or jurisdiction outside of U.S.? ☐ **YES** ☐ **NO**

Criminal convictions from another State or Federal court are considered the same as criminal convictions in California.

If you answer YES, give details on the back of this page indicating the nature and circumstances of each crime and the date and the location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:

1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn't have to go to court (your attorney went for you);
4. You had no jail time or the sentence was only a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) WILL RESULT IN AN EXEMPTION DENIAL, LICENSE APPLICATION DENIAL, LICENSE REVOCATION, OR EXCLUSION FROM A LICENSED FACILITY/ORGANIZATION.

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.

FACILITY/ORGANIZATION NAME		FACILITY/ORGANIZATION NUMBER	
YOUR NAME (PRINT CLEARLY)	YOUR ADDRESS	CITY	ZIP
SOCIAL SECURITY NUMBER (SEE PRIVACY STATEMENT ON REVERSE SIDE)	DATE OF BIRTH	DMV LICENSE NUMBER	
SIGNATURE		DATE	

I. Instructions to Respondents:

If you have been convicted of a crime in California, another state or in federal court, provide the following information:

(You need not disclose any marijuana-related offenses covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7.)

What was the offense? _____

In which state and city did you commit the offense? _____

When did this occur? _____

Tell us what happened. (Use additional sheets of paper if needed) _____

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.

Signature _____ **Date** _____

II. Instructions to Licensees:

If the person discloses a criminal conviction, review the person's statement and discuss it with your Licensing Program Analyst (LPA). Maintain this form in your facility/organization personnel file and send a copy to your LPA.

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code section 1798 et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The California Department of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check.

In order to be licensed, work at, or be present at, a licensed facility/organization, the law requires that you complete a criminal background check. (Health and Safety Code sections 1522, 1568.09, 1569.17, 1596.871, and 1796.19). The Department will create a file concerning your criminal background check that will contain certain documents, including information that you provide. You have the right to access certain records containing your personal information maintained by the Department (Civil Code section 1798 et seq.). Under the California Public Records Act, the Department may have to provide copies of some of the records in the file to members of the public who ask for them, including newspaper and television reporters.

NOTE: IMPORTANT INFORMATION

The Department is required to tell people who ask, including the press, if someone in a licensed facility/organization has a criminal record exemption. The Department must also tell people who ask, the name of a licensed facility/organization that has a licensee, employee, resident, or other person with a criminal record exemption.

If you have any questions about this form, please contact your local licensing regional office.

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov



PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

Dear _____,
(student's name)

-affix photo here-



Tustin Community Preschool

Permission Slips/Acknowledgements

2020-2021

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_____ (Child's Name) has my permission to participate in the following
TCP programs/activities:

Field Trips: Yes _____ No _____

In-school yoga program (if offered): Yes _____ No _____

In-school music program (if offered): Yes _____ No _____

Tustin Community Preschool has my permission
to apply sunscreen to my child if needed: Yes _____ No _____

I hereby give TCP consent to take photographs, video-recordings, and/or sound recordings of my child in documenting the activities of TCP's programs. I grant TCP permission to use the negatives, prints, motion pictures, video/audio tapings, or any other reproduction of the same for TCP educational and promotional purposes in the following:

School Publications Yes _____ No _____
(School newsletter, yearbook, year-end video, photo albums, online Shutterfly Share site, etc.)

World-wide-web Yes _____ No _____
(Child's name will not be attached to the child's photograph)

Press/Media Publications Yes _____ No _____
(Press releases, local newspapers, fundraising brochures, school profiles/fliers, etc.)

It is a requirement for enrollment that parents acknowledge that they have read and reviewed the handbook and that they understand and agree to the policies and guidelines included within. Please visit www.tustincommunitypreschool.org to review the handbook.

I have read each of the items above and give my permission as noted for each of the items. I also acknowledge that I have read and reviewed the handbook on the Tustin Community Preschool website and understand and agree to the documented policies and guidelines included in the handbook.

Parent 1's Printed Name

Parent 1's Signature

Date

Parent 2's Printed Name

Parent 2's Signature

Date



Tustin Community Preschool

Special Needs Form

2020-2021

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In an effort to provide your child with an enriching and stimulating developmental preschool experience, it is important that you inform us of any special needs your child may have. This information will be maintained confidentially by the TCP Director and shared on a strict need-to-know basis with the TCP President, Membership Team, and your class Vice-President.

Child's Name: _____

Class: _____ 2 Day AM _____ 3 Day AM _____ 3 Day PM

_____ My child has NO special needs.

_____ My child has the following special needs:

Allergies:

Medical/Health issues (including necessary medications):

Developmental issues (e.g., physical, cognitive, emotional and social):

Fears/Anxieties:

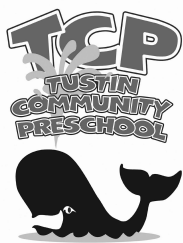
Special family situations (e.g., combined family, divorce, adoption, etc.):

Other:

Please sign and return this form with your registration packet. Please update this information throughout the year so that we may best care for your child.

Parent / Guardian Signature

Date



Tustin Community Preschool
Directory Information Request
2020-2021

THE TCP DIRECTORY IS FOR SCHOOL USE ONLY

Student's first name: _____ Last name: _____

Birth date: _____ Class (circle one): 2 day AM 3 day AM 3 day PM

Family address: _____

Home phone (if applicable): _____

Parent 1's name: _____ Relation: _____

Cell: _____ Work # (if you can receive calls at work): _____

Email: _____

Parent 2's name: _____ Relation: _____

Cell: _____ Work # (if you can receive calls at work): _____

Email: _____

Who will be the primary TCP working parent? (circle one): Parent 1 Parent 2 other

Primary working parent's name (if "other" from above): _____

Relation: _____ Email: _____

Cell: _____ Work # (if you can receive calls at work): _____

Committee position (if known): _____



Child's name: _____

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Tustin Community Preschool Committee Job Interest Sheet **2020-2021**

Your Name: _____ Phone: _____

Class (circle): 2 Day AM 3 Day AM 3 Day PM

Other Children in Family and Ages: _____

Pregnant: Yes _____ No _____ Due Date: _____

The following are short descriptions of customary committee jobs that need to be filled each year to make TCP run smoothly. Please read through the list and check any and all jobs that interest you. Please indicate your top 1st, 2nd, and 3rd choices. Requests will be taken into consideration as best as possible. Our committee job Coordinator will contact you during the first few weeks of school.

___ **Curriculum Committee:** Prepares art materials at home on weekly basis as directed by Curriculum Chair.

___ **Curriculum Shed:** Organizes and tidies curriculum materials shed under direction of Curriculum Chair.

___ **Curriculum Parent/Toddler:** Prepares materials and projects for the Parent/Toddler class.

___ **Curriculum Assistants/Team:** Works directly with the Curriculum Coordinators to coordinate weekly projects and attends a mandatory working meeting every Tuesday during extended day (child attends extended day for free on these days).

___ **Bulletin Boards:** Decorates classroom/bulletin boards each month according to the curriculum.

___ **Directory/Memory Books:** Responsible for compiling and publishing the school directory, end of year memory books and helps on the auction booklet as needed.

___ **Equipment/Dad's Day Scheduler:** Maintains and repairs school equipment and toys plus schedules and coordinates dad's work days.

___ **Equipment/Outdoor Shed:** Maintains and organizes bike and toy shed as necessary plus moves items in/out of longer storage upstairs as needed by school Director.

___ **Photography:** Takes photos during special class days, fieldtrips, and uploads to Shutterfly shared site and organizes field trip carpools.

___ **Health & Safety:** Schedules and executes all earthquake and fire drills. Arranges vision and hearing tests and maintains student health/safety records. This job requires extra time early in the year.

___ **Library:** Supplies books to school from local public libraries as needed by curriculum. Maintains the child and parent reading libraries. Places Scholastic Book orders and distributes when orders arrive.

Maintenance of Classroom: Requires weekly maintenance, tidying, checking supplies for purchaser, etc.

___ **Arts & Crafts** ("Free Art" Corner)

___ **Block Center** (Organizing shelves around the circle time rug)

___ **Cubbies/Creative Play Boxes** (Clean/Restock Boxes as needed)

___ **Homemaking Center** (Keep area neat/tidy, rotate dress ups and play supplies)

___ **Paint Easels/Paint & Glue Supplies** (Clean easels weekly and keep track of paint/glue inventory)

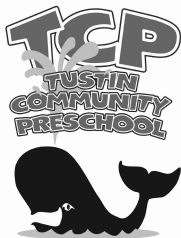
___ **Sensory Tables** (Keep sensory tables filled. Requires purchasing supplies weekly, with monies quickly reimbursed).

___ **Garden** (Maintains garden and fairy garden on weekly basis).

___ **Yard** (Maintains yard, play houses and structures on a weekly basis).

___ **Meeting Hostess:** Decorates and coordinates refreshments for monthly parent meetings, special events and schedules workers for events.

___ **Outdoor Curriculum:** Develops and coordinates all gross motor skill activities on a weekly basis.



Child's name: _____

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Tustin Community Preschool Committee Job Interest Sheet 2020-2021

___ **Pet Parent:** Purchases and maintains pets and all supplies. Coordinates weekend schedule for children to take pets home and facilitates visiting pets/animals as needed by director.

___ **Purchasing:** Buys all items required for school operation while working within the budget. Maintains inventories with the assistance of Director.

___ **Science:** Coordinates science lessons and experiments according to the curriculum. Maintains science area and science bulletin board in the classroom.

___ **Ways and Means Committee:** Works closely with other team members and the Ways/Means Committee Co-Chairs to coordinate all fundraising events. Focuses primarily on the two largest fundraisers; the garage sale in November and the auction in May.

In an effort to make as many resources available to our children, we are asking you to list any hidden talents and interests. This includes those of your spouse as well. You do not need to be highly skilled in an area. Basic knowledge or interest is all that's necessary.

Current Occupation: Parent 1 _____ Parent 2 _____

Previous Occupation: Parent 1 _____ Parent 2 _____

Accounting: _____ Legal Background: _____

Animals: _____ Nutrition: _____

Artistic Ability: _____ Painting: _____

Baking: _____ Photography: _____

Banking: _____ Physical Education: _____

Bookkeeping: _____ Publishing: _____

Cake Decorating: _____ Public Relations: _____

Carpentry: _____ Sales/Fundraising: _____

Clerical: _____ Science/Nature: _____

Computer Knowledge: _____ Sewing: _____

Crafts: _____ Teaching Experience: _____

Drama: _____ Typing/Word Processing: _____

Early Childhood Education/Development: _____ Writing Ability: _____

Electronics: _____ Wood Working: _____

Gardening: _____ Medical Background: _____

General Repairs: _____ Other Amazing Skills (Please let us know!!): _____

Knowledge of Community Resources: _____

Knowledge of other language/culture: _____



2020-2021 In-Person Program

Credit Card Authorization Form

All information will remain confidential. **ONLY ONE FORM NEEDED/FAMILY.**

Top half of form will be shredded after entry in Bank of America system.

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Cardholder Name: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ MasterCard

Credit Card Number: _____

CVC Number: _____ (3 digits on back of card or 4 digits from front of card)

Expiration Date: _____

Calculate the Amount to Charge:

In-Person Monthly Tuition: \$100.00 x _____ = _____

(number of students)

Extra Curriculum Take-Home Bag: \$30.00 x _____ = _____ +

(number of extra take-home bags you'd like, beyond the 1/student included)

_____ TOTAL

I authorize Tustin Community Preschool (TCP) to charge the above amount to my credit card on the 1st of each month, starting on **October 1, 2020** and ending with **May 1, 2021**. Late/missed shift fees (\$60 per shift) will be added to next month's tuition payment. Auction tickets (\$100) will be added to March 1st tuition payment if not paid for by **February 20th**. Prior to March, auction tickets can be purchased at a discounted rate of \$80. I also authorize TCP to charge any outstanding balance due upon termination of membership. I agree that I will pay for these purchases in accordance with the issuing bank cardholder agreement.

Cardholder – Sign, Print Name, and Date Below:

Signed: _____ Date: _____

Name: _____

Student Name(s): _____