



# SONRISE

## CHRISTIAN PRESCHOOL

*Where Children Grow in the Son*

---

# APPLICATION FOR ENROLLMENT

## ENROLLMENT CHECKLIST

In addition to the application, new students must submit the following records:

- State Emergency Form
- Physician's Report
- Copy of Immunization Records
- Blue Immunization Card (top only filled out)
- Parent's Report
- White Emergency Card
- Personal Rights
- Parent's Rights
- Preschool Parent Handbook Agreement

**Download the Preschool Parent Handbook via [sonrisechristian.org/preschool](http://sonrisechristian.org/preschool)**



Covina Campus: 1220 E. Ruddock Street, Covina, CA 91724 | 626.967.0010 | LIC# 191591998  
Glendora Campus: 710 E. Gladstone Street, Glendora, CA 91740 | 909.929.0022 | LIC# 198020054  
San Dimas Campus: 1400 W. Covina Boulevard, San Dimas, CA 91773 | 909.394.5114 | LIC# 198003903  
Fax: 626.339.8029 • Website: [sonrisechristian.org](http://sonrisechristian.org)



# GENERAL STUDENT INFORMATION

PRESCHOOL APPLICATION FOR ENROLLMENT

1

**STUDENT NAME:** First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

**S.S.N. #:** \_\_\_\_\_ **AGE:** \_\_\_\_\_  Male  Female

**STUDENT ADDRESS:** Street \_\_\_\_\_ Apt/# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**PRIMARY PHONE:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
XXX-XXX-XXXX MM/DD/YYYY

**SCHOOL LAST ATTENDED:** NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**CHURCH PRESENTLY ATTENDING:** NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ PASTOR: \_\_\_\_\_

**FATHER'S NAME:** First \_\_\_\_\_ Last \_\_\_\_\_ Lives with Student? Y  N

**ADDRESS:** Street \_\_\_\_\_ Apt/# \_\_\_\_\_  
(if different from student)

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_  
XXX-XXX-XXXX XXX-XXX-XXXX XXX-XXX-XXXX

**OCCUPATION:** \_\_\_\_\_ **EMPLOYER:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**MOTHER'S NAME:** First \_\_\_\_\_ Last \_\_\_\_\_ Lives with Student? Y  N

**ADDRESS:** Street \_\_\_\_\_ Apt/# \_\_\_\_\_  
(if different from student)

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_  
XXX-XXX-XXXX XXX-XXX-XXXX XXX-XXX-XXXX

**OCCUPATION:** \_\_\_\_\_ **EMPLOYER:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**SIBLING #1:** \_\_\_\_\_ School Attending \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

**SIBLING #2:** \_\_\_\_\_ School Attending \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Briefly explain why you want your child to attend Sonrise Christian Preschool: \_\_\_\_\_

**FINANCIALLY RESPONSIBLE FOR BILLING:**  Father  Mother  Both

Email address to receive billing statements: \_\_\_\_\_ @ \_\_\_\_\_

## OFFICE USE ONLY:

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Plan: \_\_\_\_\_ Days: \_\_\_\_\_ **Enrollment:** Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

Monthly Tuition: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ **Campus:**  Covina  Glendora  SD Class Name: \_\_\_\_\_

# TUITION & FEES

PRESCHOOL APPLICATION FOR ENROLLMENT

## Enrollment Fees

### YEARLY REGISTRATION FEE: *(non-refundable)*

Returning Student – \$115 *(paid by 5/31/19)*       New Student – \$165

First Month's Tuition *(due with enrollment)*      \$ \_\_\_\_\_

Total amount due on or before first day of attendance      \$ \_\_\_\_\_      Date paid: \_\_\_\_\_      Ck/Receipt #: \_\_\_\_\_

Summer Activity Fee of \$20 per child – **Due by June 15, 2019**

### Definitions:

- Toddlers - 2 year old or non-potty trained student that will be in class with a lower ratio of 8:1 offered.
- Preschool - 3 year old and up potty-trained student that will be in the class with a 12:1 ratio.

<b>Plan A • Monthly Tuition</b> <i>6:30am–6:00pm (or over a 6-hour period)</i>			
	<b>PRESCHOOL</b>	<b>TODDLERS</b> <small>(GLEN DORA/SAN DIMAS)</small>	<b>VACATION CREDIT</b>
5 Days	\$773	\$811	\$96.50 (Preschool) • \$101.00 (Toddlers)
4 Days	\$630	\$661	\$78.75 (Preschool) • \$82.50 (Toddlers)
3 Days	\$525	\$551	\$65.50 (Preschool) • \$69.00 (Toddlers)
2 Days	\$356	\$373	\$44.50 (Preschool) • \$46.75 (Toddlers)

<b>Plan B • Monthly Tuition</b> <i>8:30am–2:30pm (6-hour period)</i>			
	<b>PRESCHOOL</b>	<b>TODDLERS</b> <small>(GLEN DORA/SAN DIMAS)</small>	<b>VACATION CREDIT</b>
5 Days	\$724	\$760	\$90.50 (Preschool) • \$95.00 (Toddlers)
4 Days	\$587	\$615	\$73.50 (Preschool) • \$77.00 (Toddlers)
3 Days	\$471	\$494	\$59.00 (Preschool) • \$61.75 (Toddlers)
2 Days	\$325	\$341	\$40.75 (Preschool) • \$42.75 (Toddlers)

<b>Plan C • Monthly Tuition</b> <i>8:30am–12:30pm (4-hour period)</i>			
	<b>PRESCHOOL</b>	<b>TODDLERS</b> <small>(GLEN DORA/SAN DIMAS)</small>	<b>VACATION CREDIT</b>
5 Days	\$578	\$607	\$72.25 (Preschool) • \$76.00 (Toddlers)
4 Days	\$504	\$529	\$63.00 (Preschool) • \$66.25 (Toddlers)
3 Days	\$403	\$423	\$50.50 (Preschool) • \$53.00 (Toddlers)
2 Days	\$278	\$292	\$34.75 (Preschool) • \$36.50 (Toddlers)



Covina Campus: 1220 E. Ruddock Street, Covina, CA 91724 | 626.967.0010 | LIC# 191591998  
 Glendora Campus: 710 E. Gladstone Street, Glendora, CA 91740 | 909.929.0022 | LIC# 198020054  
 San Dimas Campus: 1400 W. Covina Boulevard, San Dimas, CA 91773 | 909.394.5114 | LIC# 198003903

Fax: 626.339.8029 • Website: [sonrisechristian.org](http://sonrisechristian.org)



\_\_\_\_\_ *Initials* **Tuition Payments:** Tuition agreements are contracted with Smart Tuition Services. Tuition will be due on the 1<sup>st</sup> of each month. If payment is not received within 5 days of due date, a late fee will be assessed and children will not be able to attend. If dropping off tuition at the school, payments need to be made payable to Sonrise Christian School.

\_\_\_\_\_ *Initials* **Late Payment Fee:** A \$45.00 late fee will be applied if unpaid by the 6<sup>th</sup> of the month.

\_\_\_\_\_ *Initials* **Late Pick Up Fee:** Picking up your child after closing (6:00pm) or after the scheduled hours assigned will lead to a charge of \$1.00 per minute.

\_\_\_\_\_ *Initials* **Change of Schedule Fee:** Change of schedule consists of any change to your child's current days and/or hours. First time change within a two-week notice is at no cost. Each additional change will be \$20.00.

\_\_\_\_\_ *Initials* **Failure to sign in/out Fee:** Failure to sign in/out will result in a \$25.00 fee.

\_\_\_\_\_ *Initials* **Holidays:** There is no reduction in tuition for school holidays. We close for all major holidays plus 2 in-service days to be scheduled. There are no make-up days or refunds given for missed school days either for holidays or illness.

\_\_\_\_\_ *Initials* **Vacation Credits:** We offer a total of two weeks of vacation credit for families attending September – May. For those attending the additional June – August months, we offer an additional week of vacation credit (to be used in the summer months only). A two-week notice must be given. Vacation credits must be consecutive days within a week and will be reflected on the following month's invoice.

\_\_\_\_\_ *Initials* **Withdrawal procedures:** Our policy requires a two-week notice to be submitted in writing to the Preschool Director when withdrawing your child. Failure of notification will result in an additional charge of two weeks tuition. A child's enrollment can be terminated by Sonrise Christian School in the event that it is deemed in the best interest of the school. In the event of such termination, no two-week notice is required and any unused days for that month will be refunded.

\_\_\_\_\_ *Initials* **Modification of Agreement:** A 30-day written notice will be given for any modifications or changes to this agreement.

\_\_\_\_\_ *Initials* **The Department of Social Services:** The Department of Social Services, as our licensing agency, has the right to inspect and observe at our facility, interview staff and children, and to have a licensed medical professional examine your child. This is for the benefit and protection of your child.

**I/we have fully read and understand the Financial Agreement of Sonrise Christian Preschool and will abide by the terms of the agreement. I/we will be responsible to meet my/our financial obligation to the preschool. I/we understand that the monthly payments are due on the 1<sup>st</sup> of each month. A late fee is applied if not paid on time. A copy of this signed financial agreement may be given upon request.**

Father's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

S.S.N. # \_\_\_\_\_

Mother's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

S.S.N. # \_\_\_\_\_

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

Start Date: \_\_\_\_\_

Plan (circle):

A      B      C

Days (circle):

M      T      W      Th      F



Covina Campus: 1220 E. Ruddock Street, Covina, CA 91724 | 626.967.0010 | LIC# 191591998  
 Glendora Campus: 710 E. Gladstone Street, Glendora, CA 91740 | 909.929.0022 | LIC# 198020054  
 San Dimas Campus: 1400 W. Covina Boulevard, San Dimas, CA 91773 | 909.394.5114 | LIC# 198003903

Fax: 626.339.8029 • Website: [sonrisechristian.org](http://sonrisechristian.org)



# ADMISSIONS AGREEMENT • SIGNATURES

PRESCHOOL APPLICATION FOR ENROLLMENT

***My/our signature(s) below indicates that I/we have read and completed all information on this application correctly. I/we have read and agree to the Admission Policies & Financial Agreement. Failure to comply with any provisions within this agreement will be grounds for termination of services.***

***Along with this application, we are submitting the following forms:***

- ***State Emergency Form***
- ***Physician's Report***
- ***Copy of Immunization Records***
- ***Blue Immunization Card*** *(top only filled out)*
- ***Parent's Report***
- ***Green Emergency Card***
- ***Personal Rights***
- ***Parent's Rights***
- ***Preschool Parent Handbook Agreement***

***I/we will submit the enrollment fee and all applicable forms prior to processing or admission.***

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

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_



Covina Campus: 1220 E. Ruddock Street, Covina, CA 91724 | 626.967.0010 | LIC# 191591998  
Glendora Campus: 710 E. Gladstone Street, Glendora, CA 91740 | 909.929.0022 | LIC# 198020054  
San Dimas Campus: 1400 W. Covina Boulevard, San Dimas, CA 91773 | 909.394.5114 | LIC# 198003903

Fax: 626.339.8029 • Website: [sonrisechristian.org](http://sonrisechristian.org)

