

## Simi Valley Preschool Program Information Sheet

- Enrolling students must meet the age requirements as of December 31, 2017 and be **fully** potty trained by the first day of class. Students will not be permitted to attend class in a diaper or pull up.
- School begins the week of September 4, 2017. Parent orientations will be held at each site a few weeks before school begins. This orientation is held for parents only (no students) in order to answer questions and provide specific class information.
- Co-op means parents are required to work in the classroom generally twice a month. In addition to enabling a lower monthly fee option, volunteering allows parents to participate in their child's development while providing vital assistance and supervision in the classroom.  
  
Sign-up sheets are posted in the classroom monthly in order for co-op parents to choose their work days. It is the parent's obligation to work their days as scheduled. If a parent (or their student) is unable to attend preschool for any reason on their scheduled workday, it is the parent's responsibility to secure a substitute or send someone else in their place. Failure to cover the work day assignment may result in an unacceptable ratio being created, an inadequate level of instruction being provided, and the possible cancellation of class for the day. Students of parents who consistently fail to fulfill their co-op obligation may be dismissed from the program.
- Non co-op means parents are not required to work in the classroom. The additional fee charged for non-co-op compensates for the second teacher's aide or a smaller class enrollment.
- Each class enrollment (except Rancho Santa Susana P.M.) is set at a maximum of 25 students. A waiting list is maintained for each site in order to fill spaces vacated by students who drop.
- First month's tuition plus a \$50.00 Early Withdrawal Deposit, (see Refund Policy below) is required at time of enrollment.
- **The District uses an Auto Pay payment process for all preschool classes. After initial enrollment, all preschool fees are assessed through our Auto Pay System only using a debit or credit card account number on file. Monthly payments will be automatically drawn on the first business day of each month beginning October 1, 2017. Declined payments not authorized by the 5<sup>th</sup> of the month will be assessed an additional \$25.00.**
- The program is based on nine continuous months of school and observes all Simi Valley Unified School District days of no school.

### **PRESCHOOL PROGRAM REFUND POLICY**

A \$5 administrative fee is charged to all participant initiated refunds. A two weeks' notice is required in order to receive a refund of the Early Withdrawal Deposit if you intend to drop from the program for any reason.

Note: September's tuition and the Early Withdrawal Deposit, minus \$5, is refundable prior to the beginning of the school year if requested a minimum of two weeks before the first day of school. The administrative fee plus the \$50.00 Early Withdrawal Deposit will be assessed for all refund requests received after the two-week window has passed.