



Rising Stars Preschool and Childcare
 832 Carolina Circle Corona CA
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 www.risingstarsofcorona.com

Parent Statement of Handbook Acknowledgement/Preschool Policies

I have received a copy of Rising Stars Childcare and Preschool Handbook. I understand that it provides guidelines and summary information about our Preschool and Childcare policies and procedures at Rising Stars Preschool and Childcare. I also understand it is my responsibility to read, understand, become more familiar with and comply with the guidelines established by Rising Stars Preschool. I further understand that Rising Stars Preschool reserves the right to modify, supplement, or revise any provision or policy, with or without notice, as it deems necessary or appropriate.

Please sign below: I, _____, parent/(s) of _____, have read the Rising Stars Preschool Handbook and understand all the policies and procedures detailed in it. If I did not understand part of the Rising Stars Preschool Handbook, I have asked the owner and clarified the matter. I now stand in full knowledge of the policies and procedures outlined in the Rising Stars Preschool Handbook.

This Agreement is reviewed annually at which time a new updated Handbook will be given to Parents. If changes are made to the Handbook throughout the year, Parents will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: ___/___/___

This contract is between _____ (herein called Parent(s)) and Ronika Byrd, owner of Rising Stars Preschool and Childcare (herein called Provider).

Child care services will be provided by the Provider for the following children:

Child's Full Legal Name: _____ Birthdate: ___/___/___ M / F

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Contracted Days/Times:

(circle days needed) **Monday Tuesday Wednesday Thursday Friday**

from _____ am/pm to _____ am/pm beginning on (Start Date): ___/___/___

Drop-In Days Needed: _____

Registration Fee _\$_____ paid on _____

FEES (due regardless of attendance):

Weekly Child Care rate: _____

Drop-In Only rate: _____

Fees To Be Paid: ____ Weekly* ____ Bi-Weekly ____ Monthly**

PAYMENT POLICY

Payment in ADVANCE is required on the 1st day of each week

Method of Payment: ____ Cash ____ Personal Check ____ Internet Bank Transfer* _____ Venmo* *

Transfer must be complete, not initiated, by said due date.

DROP-IN ONLY ENROLLMENTS: Parents acknowledge that Drop-In only care days are made on an as needed and space available basis. Parents agree to pay for drop-in care at the time of approved request. Parents agree that if they withdraw their request for care within 48-hours of the requested time, Provider will not refund payment. Parents acknowledge that if they do not use child care services for a period of 3 days without payment or payment arrangement with provider, the Provider has the right to cancel this agreement.

Withdrawal Of Services Policy

A **MINIMUM 2 WEEKS WRITTEN NOTICE** is required for termination of childcare services. Even if your child does not attend during that two week period, payment is still required. Any fees not paid on time with regards to termination of child care services will also be subject to weekly late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections.

****Due to occupancy restrictions Full time children will have priority over part time enrollments.**

Name _____ Parent/Guardian

Signature: _____ Date: _____ Discipline and

Guidance Policy

I have read and agree to the Discipline and Guidance Policy for Rising Star Child Care. Parent/Guardian

Signature: _____ Date: _____

Thank you for selecting Rising Stars Preschool and Childcare as your child care provider. Based on Policy Handbook Updated Version June 2019