



St. Dunstan's School  
 28003 Robinson Canyon Road, Carmel, 93923  
 (831) 624-9250 Fax (831) 624-6634  
 stdunstanschool@gmail.com

New students

This application is for the St. Dunstan's School program beginning Monday, August 22, 2011. A signed application accompanied by a \$100.00 non refundable registration fee will place your child on our waiting list should all spots be full.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ e-mail address \_\_\_\_\_  
 Mother's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Mother's Place of work \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Father's Place of work \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Grandparents name \_\_\_\_\_  
 Grandparents address \_\_\_\_\_  
 Grandparents name \_\_\_\_\_  
 Grandparents address \_\_\_\_\_

St. Dunstan's School is a Christian based, non-profit, year-round child development program for children ages 18 months through kindergarten. We offer half, extended, and full day schedules and are open Monday through Friday from 7:30 a.m. to 5:30 p.m. St. Dunstan's School admits children regardless of race, creed, or national religion.

**Hours of Operation**

Preschool Only Program ..... 8:30 a.m.-12:30 p.m.  
 Preschool/Extended Day ..... 8:30 a.m.- 3:30 p.m.  
 Preschool/Full Day..... 7:30 a.m.- 5:30 p.m.

**Fall 2011-2012 Tuition Fees – 10 Payments beginning August 1, 2011**

**Toddler Class**

Two Day – Preschool Only .....	\$357.00
Two Day – Preschool/Extended Day .....	\$437.00
Two Day – Full Day .....	\$595.00
Three Day – Preschool Only .....	\$461.00
Three Day – Preschool/Extended Day .....	\$571.00
Three Day – Full Day .....	\$738.00
Five Day – Preschool Only .....	\$692.00
Five Day – Preschool/Extended Day .....	\$810.00
Five Day – Full Day .....	\$989.00

**3's, Pre-K**

Two Day- Preschool Only.....	\$311.00
Two Day- Preschool/Extended Day.....	\$384.00
Two Day- Full Day .....	\$512.00

Three Day – Preschool Only .....	\$402.00
Three Day – Preschool/Extended Day .....	\$510.00
Three Day – Full Day.....	\$667.00

Five Day – Preschool Only .....	\$595.00
Five Day – Preschool/Extended Day.....	\$789.00
Five Day – Full Day .....	\$919.00

**Additional Charges**

**Toddler class**

Additional Full Day.....	\$70.00	Half day to extended day.....	\$30.00
Additional Extended.....	\$60.00	Half day to full day.....	\$50.00
Additional Half Day.....	\$50.00		

**Pre-K classes**

Additional Full Day.....	\$65.00	Half day to extended day.....	\$25.00
Additional Extended.....	\$55.00		
Additional Half Day .....	\$45.00	Half day to full day.....	\$35.00

***Terms and Conditions of Enrollment***

**Contracted Days**

You may contract for Monday through Friday (5 Days), Monday/Wednesday/Friday (3 Days), or Tuesday/Thursdays (2 days). You can choose from half days, extended days, or full days. Should you need to cancel your contract before the end of the school year, you will need to give a 30 day notice and you will be responsible for the tuition during the 30 day notice period.

**Uniform Policy**

St. Dunstan’s School uniform consists of t-shirts and sweatshirts with the School logo. Your child may wear their regular pants, shorts, or skirts with the school shirts. Orders are placed twice a year in August and in January.

**Tuition**

Tuition is due the first of each month and no later than the 5<sup>th</sup>, beginning August 1, 2011 and ending May 1, 2012. Tuition is calculated as a total number of school days for the year multiplied by the daily rate and then divided into ten equal payments. (example: if your child is scheduled for Monday through Friday full days the tuition is calculated as follows:

55 per day X 174 days = 9570 per school year. 9570 divided by 10 payments = 957 month.

Due to the tuition calculation method, full tuition is charged for every month, even in ones which school holidays occur. If fees are in arrears, a child may not enroll or continue attendance in any of the programs. There are no makeup days or credit if your child is sick or on a personal vacation. A 30-day advance notice will be given before any increases are made in tuition or fees. A \$20.00 late charge and bounced check fee will be assessed when necessary.

### **Financial Aid**

Financial Aid forms are available from the School Director.

### **Termination**

Non payment of tuition will result in termination of services. St. Dunstan's School reserves the right to remove a child from the program at the school's discretion. Tuition will be pro-rated.

### **Withdrawal Policy**

St. Dunstan's School and Enrichment Program requires thirty (30) day written notice prior to the last day of your child's attendance. In other words, should you need to cancel your contract before the end of the school year, you will need to give a 30 day notice and you will be responsible for the tuition during that 30 day period.

### **Licensing**

We are fully licensed by the State of California Department of Social Services who has the right to visit our program at any time, interview staff and children, and review all records without prior consent. Community Care Licensing also has the right to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement and to have licensed professionals physically examine the children.

### **Parent/Teacher Communication**

The experience your child has at our school will be exceedingly enhanced if you help keep our staff aware of changes, concerns, and questions you or your child may have. Conferences will be scheduled mid-year for all children. Please feel free to request a conference at any time you feel a need.

Please notify the staff of any special events that arise which could affect your child's behavior. A new sibling, a move, a death in the family, the separation of parents, even the anticipation of a family vacation can cause changes in your child's behavior. We are here to help, and by working together we can help your child develop to their full potential.

### **Health and Safety**

The health and safety of each child is our main concern. We must have on file a current health form signed by a physician, a completed emergency identification and information form, consent for medical treatment form, and a current immunization record prior to your child's first day in attendance. The health and safety of everyone at school is important to us.

#### **PLEASE KEEP YOUR CHILD AT HOME IF:**

- They have a fever of 100° or higher or have had one during the last 24 hours.
- Diarrhea or vomiting.
- Any undiagnosed rash.
- They have heavy nasal discharge (green or yellow).
- They have a constant cough.
- They are unusually fussy, cranky, or just not themselves.

Please remember that it is very difficult for teachers to keep a routine in the classroom when there is a sick child present. We want every child to get the most out of every day, so please do not send a sick child to school!

### **Medications**

Prescription medications will be given to children at parent's requests. Medications must be in the original container. Parents must fill out a medicine form with the staff and sign and date it each day that the child is to receive the medication. We must have your dated written permission

in order to administer any medication, therefore PLEASE DO NOT send any medication, including cough drops or vitamins in your child's lunch box. Over the counter medication (Tylenol, cough syrup, etc.) cannot be given to your child.

### **In Case of Emergency**

While constant supervision is mandatory, accidents may occur. Parents will always be notified of any accident no matter how minor. In the case of minor accidents, St. Dunstan's School staff will handle it and parents will be notified at the time of pick-up. This may at times be in the form of a note in the child's folder. Furthermore, please understand that health insurance for your child is not the responsibility of St. Dunstan's School.

In the case of a more serious accident in which case a child needs immediate medical attention, our first action will be to obtain the necessary help. Our second action will be to notify the parents. The school will refer to your child's emergency form in case of a medical emergency. It is in your child's best interest that you keep this form current.

### **Discipline**

Our program is designed to help children learn self-control and cooperation. The staff encourages each child to become aware of their own feelings by helping them find words to describe how they are feeling, then adds ideas to help them problem solve, and supports each child with clear and simple guidelines. The child learns they are free to make a choice, as long as they stay within the limits of consideration for people and other things.

In the event that a child cannot get their feelings under control, they will be asked to choose another activity. If they continue to have difficulties, they will be moved to an area where they can be alone and calm down until they are ready to rejoin the group. In the event of continued problems, a parent will be called. Under no circumstances will corporal punishment be allowed.

### **Rights**

All parents will be informed of their rights as well as their child's personal rights. Parents are always welcome to visit the school anytime, unannounced, during business hours.

### **Refunds/Termination of Services**

This agreement may be terminated by the school immediately for the following reasons:

- The parent/guardian of the child has allowed their account to become delinquent.
- The school determines that it is unable to meet the needs of the child
- The school determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
- Failure of the parent/guardian to honor the obligations listed in this agreement or in any rules, regulations or parent manuals provided by the school.

**Acknowledgement of Agreement**

I/We have read this agreement. We agree to the school's policies, terms and conditions. I/We are interested in the following program/schedule for our child:

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Program**

Toddler Program (18-30months) \_\_\_\_\_  
Preschool Program Ages 3 Years-5 Years \_\_\_\_\_

**Schedule**

Monday through Friday (5 Days)

Preschool Only-Half Day (8:30 a.m.-12:30 p.m.) \_\_\_\_\_  
Extended Days (8:30 a.m.-3:30 p.m.) \_\_\_\_\_  
Full Days (7:30 a.m.-5:30 p.m.) \_\_\_\_\_

Monday/Wednesday/Friday (3 Days)

Preschool Only (8:30 a.m.-12:30 p.m.) \_\_\_\_\_  
Extended Days (8:30 a.m.-3:30 p.m.) \_\_\_\_\_  
Full Days (7:30 a.m.-5:30 p.m.) \_\_\_\_\_

Tuesday/Thursday (2 Days)

Preschool Only (8:30 a.m.-12:30 p.m.) \_\_\_\_\_  
Extended Days (8:30 a.m.-3:30 p.m.) \_\_\_\_\_  
Full Days (7:30 a.m.-5:30 p.m.) \_\_\_\_\_

Parent: \_\_\_\_\_ Dated: \_\_\_\_\_  
Signature of Parent of Legal Guardian

\_\_\_\_\_  
Printed Name of Parent of Legal Guardian

Director: \_\_\_\_\_ Dated: \_\_\_\_\_  
Signature of St. Dunstan's School Director

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For School Use:  
Date Received \_\_\_\_\_ Received By: \_\_\_\_\_