

**Westwood Club Preschool Program**  
17394 West Bernardo Drive San Diego, Ca 92127, (858) 618-2159

Admission Agreement (2024/2025)

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Child's Last Name      First Name      Middle Name      Birth Date       M  F

This Admission Agreement is entered into on \_\_\_\_\_, 20\_\_\_\_\_, between the Westwood Club Preschool Program, (aka "WWC Preschool") and Parent/Guardian.

**Parent(s) / Legal Guardian(s) Information**

Parent/Legal Guardian #1:  Mr.  Mrs.  Ms.  Miss

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Last Name      First Name      Middle Name

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Address      City      State      ZIP  
(\_\_\_\_\_) (\_\_\_\_\_)

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Primary Phone      Secondary Phone      Email (required)

Parent/Legal Guardian #2:  Mr.  Mrs.  Ms.  Miss

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Last Name      First Name      Middle Name

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Address      City      State      ZIP  
(\_\_\_\_\_) (\_\_\_\_\_)

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Primary Phone      Secondary Phone      Email (required)

**1. SERVICES** The Westwood Club Preschool Program is a child care center licensed under the California Department of Social Services. The WWC Preschool offers half-day programs that include activities designed to meet the needs of preschool children, aged from 2 to 5 years old. WWC Preschool will 1) provide supervision and age appropriate activities including academics, literature and music, art, and active play, 2) provide mid-morning snacks, 3) provide non-medical care, including assistance to Child in dressing, grooming, and other personal hygiene activities as appropriate.

**2. REGISTRATION, CLASS SELECTION AND SCHEDULE**

2.1 Registration Fee. Preschool parents are required to pay an annual non-refundable enrollment fee of \$85/year for WWC members or \$165/year for non Westwood Club members. The fee is due at registration and is required to confirm enrollment.

2.2 Admission Forms. The entire Admission Packet, defined in Section 4.1, Section 4.2 and 4.3, must be submitted prior to the Child's first day of attendance. Admission packets are available on-line at the WWC website and from the preschool office.

2.3 Class Selection. The WWC Preschool provides the following class options. Parents select a class at time of registration. Parents may request to change their selection at any time based on availability.

<b>Program</b>	<b>Drop-off Time</b>	<b>Pick-up Time</b>
<input type="checkbox"/> Five Days (M-F) 3yo by Sept 1 <sup>st</sup> (PreK or PreTK)	8:30AM (or later)	11:30AM (or earlier)
<input type="checkbox"/> Three Days (MWF) 3yo by Jan 1 <sup>st</sup>	8:30AM (or later)	11:30AM (or earlier)
<input type="checkbox"/> Two Days (Tu/Th) 2yo by Sept 1 <sup>st</sup>	8:30AM (or later)	11:30AM (or earlier)

Optional Programs Available to Registered Students

- **Lunch Bunch** - Available daily 11:30AM-1:30PM. Cost \$15/day or \$70/week. Child must be 3yo and potty trained.
- **Summer School** - An additional month of school offered in June. Parents may sign up weekly or for the month. Information and registration are available in the spring.

2.3 School Year Schedule. WWC Preschool closely follows the PUSD calendar. The school year begins the Tuesday after Labor Day and ends the last week of May. WWC Preschool will not be open on the following holidays: Labor Day, Veteran's Day, Thanksgiving Break (1 Week), Winter Break (2 Weeks), Martin Luther King Day, President's Week (1 Week), Spring Break (1 Week), Memorial Day.

**3. TUITION AND FEES.** Tuition is calculated annually and is divided into nine equal payments, September through May. An estimated tuition is established in January for registration. Tuition is finalized in June. Parents will be notified of any changes between estimated and final tuition rates. Westwood Club offers member discounts and siblings discounts. No tuition refund or credit is offered for school holidays, closures or for children's absences.

3.1 Tuition Due Date. Monthly tuition and any additional fees incurred in the previous month are due on the 1st of the month September through May. Tuition may be paid between the 1<sup>st</sup> and 15<sup>th</sup> of the month with no late fees. If a parent enrolls a child in WWC Preschool's Program mid-month, a parent shall pay a prorated portion of the tuition for the remainder of such month.

3.2 Methods of Payment. All payments must be made to The Westwood Club. Payments may be by cash, check, or money order, or through the Westwood Club's ACH payment system (ACH form attached).

3.3 Returned Check Fee. A fee of \$25.00 will be assessed for any checks returned to the preschool by the bank, in addition to the Late Payment Fee.

3.4 Late Payment Fee. A fee of \$20.00 will be assessed after the 15<sup>th</sup> of month if tuition payment is not received.

3.5 Suspension and Termination for Late Payment. If the WWC has not received the monthly tuition payment from Parent by the fifteenth (15<sup>th</sup>) of the month, the Center may refuse to admit the child until the parent makes a complete payment in cash. If the tuition account has not been made current by the end of the month, the Center may terminate child's enrollment at center in accordance with Section 3.9 of this Agreement.

3.6 Late Pick-Up Fees. Each day a Child is picked up at Center past the dismissal time the Parent shall be assessed a fee of \$5 for each five (5) minutes after such dismissal time. Parent shall pay Center the Late Pick-Up Fee on the day the Late Pick-Up Fee is assessed against Parent.

3.7 Medical Care Financial Responsibility. If the Child is provided medical care on an emergency basis or otherwise, Parent shall be financially responsible for such care and treatment.

3.8 Withdrawal by Parent. Parent may withdraw Child from Center's Program at any time; however, that Parent shall notify Center in writing one (1) month in advance of withdrawing Child from Center's Program. Failure to give (1) month prior written notice of such withdrawal to Center shall result in a charge for the next month's Tuition Fee, prorated on a daily basis.

3.9 Termination of Enrollment WWC Preschool withholds the right to terminate Child's enrollment at any time, with or without cause, at the sole discretion of the WWC Preschool. WWC Preschool may terminate Child's enrollment in WWC Preschool's Program effective immediately upon written notice to Parent of such termination. If Center exercises its right to terminate Child's enrollment, the Parent is entitled to a refund prorated on a daily basis for the remainder of such month.

#### **4. PARENT'S RESPONSIBILITIES AND OBLIGATIONS**

4.1 Admission Packet. Parent agrees to submit a complete and accurate admission packet before the Child's first day of attendance. The admission packet consists of this Admission Agreement and the California required documents listed in Sections 4.2 and 4.3. Parent agrees to notify WWC Preschool immediately of any change in the information supplied.

4.2. Parent and Child Rights. Parent understands and acknowledges that under California law, WWC Preschool must provide parent with the following documents outlining Parent and Child rights. Prior to the first day of attendance by Child at WWC Preschool, Parent agrees to provide to WWC Preschool's director, signed copies of the following documents:

- a) LIC 613A Personal Rights – Child Care Facility
- b) LIC 995 Parent's Rights

4.3 Medical Assessment. Parent understands and acknowledges that under California law, the WWC Preschool must obtain a written medical assessment of Child prior to enrollment to assess whether the WWC Preschool can provide necessary health-related services. Prior to the first day of attendance by Child at WWC Preschool, Parent agrees to provide signed copies of the following documents before Child's first day of attendance:

- a) LIC 627 Consent for Emergency Medical Treatment
- b) LIC 700 Identification and Emergency Form
- c) LIC 701 Physician's Report – must be completed by Child's physician
- d) LIC 702 Child's Preadmission Health History – Parent's Report
- e) PM 286 Immunization Record & Letter Every child over 2 years old must show a negative TB test, and the following immunizations: 3 Polio, 3 Hepatitis B, 4 Tetanus/Pertussis/Diphtheria, 1 Measles/Rubella/Mumps, 1 Hib, and 1 Varicella)
- f) San Diego Blood Lead Test Compliance Form

Parent also understands and acknowledges that under California law, a child must have all the listed immunizations prior to beginning preschool: a child may only be excused from the immunization requirement by obtaining a signed statement from the child's pediatrician stating that the listed immunizations would present a significant danger to the child's health.

4.4 Necessities. Parent agrees to provide a daily snack for their child if needed to comply with child's dietary restrictions, and provide a change of clothing or any items that from time to time may be requested by WWC Preschool.

4.5 WWC Preschool Visits. Parent acknowledges that California law affords Parent the right to visit WWC Preschool without advance notice; however, such visits may upset Child's schedule when they occur at a time other than the scheduled Drop-off Time or Pick-Up Time, As a courtesy, the Parent is asked to notify WWC Preschool in advance when a Parent plans visit the classroom or pick up Child from WWC Preschool outside of the scheduled Pick-Up Time.

4.6 Release of Child. Parent will provide a list of individuals authorized by Parent to pick up Child from WWC Preschool. Parent agrees to notify WWC Preschool in advance when anyone other than Parent will pick up Child from WWC Preschool. Parent understands that Child will not be released to any individual for whom WWC Preschool has not received prior written authorization from Parent.

4.7 Drop-off. Parent agrees that each day Parent will not bring Child to WWC Preschool earlier than scheduled Drop-Off Time as provided in Section 2.3 of this Agreement.

4.8 Sign-in. Parent agrees that each day a Parent shall not leave child at WWC Preschool unless and until the Parent or Parent's authorized representative has both (i) made personal contact with a member of WWC Preschool's staff, and (ii) signed Child into WWC Preschool's Program.

4.9 Sign-out. Parent agrees that each day Parent shall not remove Child from WWC Preschool's premises until Parent or Parent's authorized representative has signed Child out from WWC Preschool's Program.

4.10 Illness and Absences/Vacations. Parent agrees that Child will be greeted and assessed by a teacher at the beginning of each school day and will not be admitted to WWC Preschool if Child has obvious symptoms of illness such as fever or vomiting. If a child becomes ill at school, Parent is responsible for picking up an ill child within 30 minutes. Parent will inform the school if Child is absent due to sickness or vacations. No tuition deductions or refunds are made for absences.

4.11 Change in Address or Telephone Number. Parent agrees to provide written notice to WWC Preschool within two (2) days of any change in Parents mailing, residence, or work address. Parent agrees to provide immediate verbal notice (telephone or otherwise), followed by written confirmation, of any change in Parent's home or work telephone number.

4.12 Changes in Custodial Status. Parent agrees to provide written notice to WWC Preschool within two (2) days of any change to the custodial status of this Child.

4.13 Release of Liability. By enrolling Child in preschool Parent grants permission for the child to participate in preschool activities and releases the Westwood Club and its employees from all personal and public liability claims resulting from Child's participation in preschool activities.

4.14 Parent Handbook and Emergency Preparedness Plan. Parent has reviewed the WWC Preschool Parent Handbook and Emergency Preparedness Plan and is familiar with daily operating procedures for the preschool and the operating plan in the event of a natural disaster or other emergency. The Handbook and Emergency Preparedness Plan are available for review on-line at the Westwood Club website or from the Preschool Director. \_\_\_\_\_ **(parents initial)**

4.15 School Directory. The Parent agrees that the WWC Preschool will provide to all Parents a contact list containing the contact information of all Parents of children enrolled at the WWC Preschool. The directory is for noncommercial use only. Please indicate if you wish to be included in the directory \_\_\_\_\_ **Accept** \_\_\_\_\_ **Decline**

4.16 Photographs. Photographs and videos may be taken of the Child during the school year by WWC Preschool or other parents. We use photos for school art, bulletin boards and newsletters and the Westwood Club website. A professional photographer may also take a class or individual picture of the Child which will be made available to the Parent for purchase. Please indicate if we may take photos of your child. \_\_\_\_\_ **Accept** \_\_\_\_\_ **Decline**

**5. COMMUNITY CARE LICENSING AUTHORITY** Parent understands and acknowledges that WWC Preschool is a licensed child care center and that, under California law, the California Department of Social Services has the right at any time, without notice or prior consent, to 1) privately interview children or staff at any licensed child care center; 2) to inspect and audit children's records; 3) observe the physical condition of children, including conditions which could indicate abuse, neglect, or inappropriate placement; and 4) have a licensed medical professional conduct physical examinations of children.

**6. DUTY TO REPORT CHILD ABUSE** The Parent is hereby advised that under the terms of the California Penal Code 11166, the WWC Preschool and its employees have a statutory duty to report the known or reasonably suspected instance of child abuse to a child protective agency if the WWC Preschool or its employees, in its or their professional capacity or within the scope of its or their employment, know or reasonably suspect that a child has been a victim of child abuse. In addition, the WWC Preschool and any employee who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon the Child or that his or her emotional well-being is endangered in any other way, must report the known or reasonably suspected instance of child abuse to a child protective agency.

**7. MODIFICATION** Parent understands and acknowledges that, under California law, WWC Preschool may modify this Agreement whenever circumstances covered in this Agreement change, provided that any such modification shall be in writing and shall be signed and dated by Parent and WWC Preschool, and provided further that the WWC Preschool agrees to provide written notice to Parent thirty (30) days prior to implementing any change in such rate or fees.

**8. TERM** This Agreement shall be in effect as long as the Child is actively enrolled in the WWC Preschool Program.

**9. ENTIRE AGREEMENT** All understandings between the parties are incorporated in this Agreement. Its terms are intended by the parties as a final, complete and exclusive expression of their Agreement with respect to its subject matter and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement.

**10. INVALID PROVISIONS** The invalidity or unenforceability of any provisions of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if any such invalid or unenforceable provisions were omitted.

**11. WAIVER OF COMPLIANCE** No right under this Agreement shall be waived by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

**12. ASSIGNABILITY** This Agreement is binding upon the WWC Preschool and its successors and assigns and shall be personal to Parent. The interest of Parent may not be transferred or assigned, by operations of law or otherwise, without the written consent of WWC Preschool, which may be granted or withheld in the sole and absolute discretion of WWC Preschool.

**13. INTERPRETATION** The Section headings contained in this Agreement are solely for the purposes of reference and are not part of the agreement of the parties and shall not in any way affect the meaning or interpretation of this Agreement.

**14. GOVERNING LAW** This agreement shall be governed by the laws of the State of California.

**15. MEDIATION** The parties agree to mediate any dispute or claim arising between them out of this agreement, or any resulting transaction, before resorting to arbitration or court action. Mediation fees, if any, shall be divided equally among the parties involved. If, for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action.

**16. ATTORNEY'S FEES** In any action, proceeding, or arbitration between the parties arising out of this Agreement, the prevailing party shall be entitled to reasonable attorney fees and costs from the non-prevailing party.

**17. ACCEPTANCE** I/We have read and understand the forgoing Agreement and I/We agree to be bound by all the terms and conditions stated herein.

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Parent / Legal Guardian Signature/ Date

Parent / Legal Guardian Name (please print)

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Parent / Legal Guardian Signature/ Date

Parent / Legal Guardian Name (please print)

PLEASE COMPLETE AND RETURN THE FOLLOWING FORMS

- LIC 613A Personal Rights (8/08)
- LIC 995 Parent's Rights (9/08)
- LIC 627 Consent for Emergency Medical Treatment (9/08)
- LIC 700 Identification and Emergency Information for Child Care Centers – Parent's Report (10/19)
- LIC 701 Physician's Report (completed by physician) (8/08)
- LIC 702 Child's Preadmission Health History – Parent's Report (10/19)
- San Diego Blood Lead Test Compliance Form (complete or decline)
- Child's Immunization Record – 3 Polio, 4DTap, 3HepB, 1MMR, 1Varicella, 4HIB & neg TB / or Medical Exemption for each missed immunization

## WESTWOOD CLUB PRESCHOOL PROGRAM STUDENT CONTACT INFORMATION

Child's Name \_\_\_\_\_  
First Name Last Name

Birth date: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Child's Home Address \_\_\_\_\_  
Street City Zip Code

Mother's Name: First \_\_\_\_\_ Last \_\_\_\_\_

Father's Name: First \_\_\_\_\_ Last \_\_\_\_\_

Additional home address (Mother) (Father) \_\_\_\_\_

Mother's Contact Information

Father's Contact information

Home # ( ) \_\_\_\_\_

Home # ( ) \_\_\_\_\_

Work # ( ) \_\_\_\_\_

Work # ( ) \_\_\_\_\_

Cell # ( ) \_\_\_\_\_

Cell # ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Other adults who have your permission to pick up your child from school. Must be adults (over 18), with a photo id. May include other family members, neighbors, nannies, classmate's parents, etc. Please let your teachers know in advance someone else will be picking up your child from school.**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

**PLEASE FILL OUT BOTH SIDES OF THIS FORM COMPLETELY TO ALLOW SCHOOL TO PROVIDE THE BEST EMERGENCY RESPONSE AS POSSIBLE**

### **Medical Information**

Medical Insurance Subscriber name \_\_\_\_\_

Child's or Parent's group number \_\_\_\_\_

Pediatrician \_\_\_\_\_ Telephone \_\_\_\_\_

Dentist \_\_\_\_\_ Telephone \_\_\_\_\_

Date of last Tetanus Booster \_\_\_\_\_ Does your child wear glasses? \_\_\_\_\_ Hearing aids? \_\_\_\_\_

Does your child have:

Asthma \_\_\_\_\_ Diabetes \_\_\_\_\_ Peanut or nut allergies \_\_\_\_\_ Other \_\_\_\_\_

List medications/treatments \_\_\_\_\_

What should we do at school in case of a reaction? \_\_\_\_\_

Has s/he suffered an accident, undergone surgery, or developed a weakness which in your opinion would prevent participation physical exercise? \_\_\_\_\_

Does your child speak another language at home? Please list \_\_\_\_\_

Does your child speak or understand English? \_\_\_\_\_

Other children living in the home

Name _____	Age _____	School _____
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Name _____	Age _____	School _____
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Name _____	Age _____	School _____
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Name _____	Age _____	School _____
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Other adults providing childcare in your home and their relationship to you

Name _____	Relationship _____
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Other adults providing extended day care outside of preschool or your home:

Name: _____	Telephone # _____
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Please provide one out-of-state person who may be contacted in case of a disaster if the school is unable to reach local contacts (INFORMATION IS REQUIRED BY LICENSE REGULATIONS)

Name _____	Telephone Number ( ) _____
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Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE FILL OUT BOTH SIDES OF THIS FORM COMPLETELY TO ALLOW SCHOOL TO PROVIDE THE BEST EMERGENCY RESPONSE AS POSSIBLE**

AUTHORIZATION AGREEMENT  
FOR PREAUTHORIZED PAYMENTS

Association Name: THE WESTWOOD CLUB  
Unit Address: THE WESTWOOD CLUB PRESCHOOL  
17394 WEST BERNARDO DRIVE  
SAN DIEGO, CA 92127

Account Holder Name/Number: \_\_\_\_\_

- I/We authorize the above Association to charge my/our checking account at the financial institution indicated on my/our voided check for the payment of monthly tuition for \_\_\_\_\_ on or about the 10<sup>th</sup> of each month. (Student Name)
- I/We agree that the ACH transactions I/we authorize will comply with all United States law.
- I/We understand that monthly tuition may change to reflect credits or additional fees and that such changes will be provided to the management company by the above named Association.
- I/We understand/agree that preauthorized payments are subject to a processing fee which will be added to the monthly payment. The processing fee is \$3.00 per transaction, subject to change.

STAPLE VOIDED  
CHECK HERE

PLEASE ATTACH A VOIDED CHECK (WITH PREPRINTED NAME AND ADDRESS) FROM THE CHECKING ACCOUNT THAT WILL BE CHARGED.  
THE MANAGEMENT COMPANY MUST RECEIVE THIS FORM BY THE 10<sup>TH</sup> OF THE MONTH FOR THE AUTOMATIC CHARGE TO BE IN EFFECT FOR THE FOLLOWING MONTH.  
THE MANAGEMENT COMPANY ACCOUNTING DEPARTMENT WILL BE PERFORMING THE ORIGINATION OF THESE CHARGES ON THE BEHALF OF THE ASSOCIATION.

If you have any questions, you may call the accounting department at (949) 582-8477.  
Please mail this authorization to:

Mission Association Financial  
27281 Las Ramblas, Ste #120  
Mission Viejo, CA 92691  
FAX: 949-582-8480

I/we represent and warrant to the management company that the undersigned are all signers required to transact business on said deposit account and understand that electronic transactions on said account will be governed by the terms of my/our account terms and disclosure. Mission Association financial must receive written notification of my/our termination by the 10<sup>th</sup> day of the month in order to act upon such notification by the following month's payment.

\_\_\_\_\_  
First Name on Account (please print)

\_\_\_\_\_  
Email address for confirmation of set up

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Name on Account (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date