

## St. Bernard's Catholic Preschool

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Before & After School Program

2025 - 2026

Registration Information



## St. Bernard's Catholic Preschool

160 West Beverly Place \* Tracy, California \* (209)835-8019 License # 393620018/393620019

Welcome to St. Bernard's Catholic Preschool.

Thank you for making St. Bernard's Catholic Preschool and/or St. Bernard's Catholic Preschool Before and After School Program your child's stepping stone into their educational and faith development. I look forward to working with your child and making their school experiences a memorable experience, not only for your child but also for the families. I will put forth every effort to make your child's school experience a rewarding experience, full of discovery and learning opportunities. I also look forward to working closely with each family to make the upcoming school year

## Terrific!

To register your child, please fill out the attached forms and include the \$125 annual non-refundable registration fee payable to St. Bernard's School. Payments can also be paid by credit card(fees may be applied) at st-bernardschool.org. Registration can be dropped off to the school or preschool office or emailed to kabelar@st-bernardschool.org. Students will be placed in classes once all information is received. If you have any questions or concerns before your child first day please contact me by phone or email.

Your child has begun a new adventure, let us work together to help them achieve success in this new experience. Thank you for your support!

God Bless,

Karen Abelar Director, Early Childhood Education St. Bernard's Catholic Preschool kabelar@st-bernardschool.org (209)835-8019



Please complete the form below to register for the 2025 - 2026 school year and include your <u>annual</u> <u>\$125 non-refundable registration fee</u>. Families enrolling more than one child will need to fill out a registration form and include an annual non-refundable registration fee for each child. Please contact Karen Abelar with any questions (209)835-8019 or kabelar@st-bernardschool.org.

Please indicate the program and days you prefer: Pre-Kindergarten Program (Age 4 by September 1st) Full Day 8:30am – 2:15pm Mon-Fri \_\_\_\_Mon/Wed/Fri \_\_\_\_Tues/Thurs Extended Day 7am-8:30am/2:15pm-5:30pm \_\_\_Mon-Fri \_\_\_\_\_Mon/Wed/Fri \_\_\_\_\_Tues/Thurs Toddler Program (Age 2 by September 1st) Does not need to be potty trained Full Day 7am - 5:30PM \_\_\_\_\_Mon-Fri \_\_\_\_\_Mon/Wed/Fri \_\_\_\_\_Tues/Thurs Preschool Program (Age 3 by September 1st) Needs to be potty trained Full Day 7am - 5:30PM Mon-Fri Mon/Wed/Fri Tues/Thurs ½ day Preschool Program 8:30am – 12 noon Mon-Fri Mon/Wed/Fri Tues/Thurs K-8 Extended Day Program Before and After School Care 7am-8am/2:15-5:30pm/minimum days \_\_Mon-Fri \_\_\_\_\_Mon/Wed/Fri \_\_\_\_\_Tues/Thurs After School Care 2:15pm-6pm and minimum days \_\_\_\_\_Mon-Fri \_\_\_\_\_Mon/Wed/Fri \_\_\_\_\_Tues/Thurs Child's Name:\_\_\_\_\_\_ Age on September 1, 2025: \_\_\_\_\_ Birthday (mm/day/year): \_\_\_\_\_\_ Sex M\_\_\_ F\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_ Zip Code: \_\_\_\_\_ 
 Cell Phone:
 \_\_\_\_\_\_
Email: Allergies or other important medical conditions (be specific) Karen Abelar, Director

Director's Signature

Date

Parent's Signature

Date

To enroll: Fill out our registration form along with your \$\frac{5125 non-refundable annual registration fee per student}{\text{St. Bernard's School.}} \text{ Once you submit your registration form and registration fee, we will contact you about our registration packet.}

<u>Multiple Child Discount:</u> A 10% discount is applied for two or more siblings enrolled. Discount is applied to the lower tuition rate

<u>Tuition/Absences:</u> Tuition is paid through FACTs tuition. Please complete your online registration as early as possible. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, holidays, emergency related closings mandated by the state/local government, like a pandemic. Any tuition Refunds for families that leave during the school year will be at the discretion of the Director.

<u>Hours:</u> Monday through Friday, 7am until 5:30pm. No children will be allowed into the preschool before 7am. Failure to pick up your child by 5:30pm will result in a late charge at a rate of \$10 flat for the first five minutes and \$2 for each minute thereafter. Payment for late pick-up will be due immediately with payment submitted before the child returns to care.

<u>Withdrawals:</u> Parents may withdraw a child from the program at any time. A 30-day written notice must be submitted to the center prior to removing your child from the program. Parents are required to pay tuition fees for the entire 30 days, even if your child does not attend.

<u>Classroom Placement:</u> St. Bernard's Catholic Preschool offers a toddler program (2-3 years), preschool program (3-4 years), and pre-kindergarten program (4-5 years). Students must be 2 years of age on or before September 1<sup>st</sup> to enter into the toddler program and 3 years of age on or before September 1<sup>st</sup> to enter into the preschool program. Students must be 4 years of age on or before September 1<sup>st</sup> to enter into the pre-kindergarten program. It is not necessary for students to be potty trained to attend our toddler program, however for the older groups it is a requirement by the first day of school.

<u>Potty Training Fee:</u> Our potty training fee is \$100/month for all children who are still using diapers/pull-ups until they become fully potty trained. Families will provide diapers/pull-ups and any other products required for your child in diapers/pull-ups. We will inform you when you are running low on any products. These items will be kept in a labeled bin in the bathroom.

<u>Termination</u>: The Director may recommend the transfer of student or parent: 1) the safety and security of the children and staff in our program is compromised by the student's attendance. 2) The needs of the student cannot be met by our program and/or the student will not benefit from continued attendance in our program. 3) Failure to meet the financial obligations of our program with which he or she accepted upon enrolling his/her child into the program. 4) A parent or guardian has been uncooperative with the preschool's staff, program policies, procedures, or state regulations.

**Respectful Treatment:** It is expected that children and parents will be treated respectfully and with dignity by St. Bernard's Catholic Preschool staff. It is also expected that center staff is treated respectfully and with dignity by parents and children.

In accordance with regulation #101200 (Inspection Authority of the Department) of the Manual of Policies and Procedures, Community Care Licensing Division, Child Care Center, Title 22, Division 12, Chapter 1 states the following:

"The Department has the authority to interview children or staff, and to inspect and audit child care center records, without prior consent. The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."

## Director's Right to amend

The Director of St. Bernard'	s Catholic Preschool re	tains the right to am	nend this form for just	cause. Parents will be
given prompt notification if changes a	are made. A 30-days' r	notice will be given to	o parents of any fee ch	langes that may occur

Parent's Signature	Date	Parent's Name (print)	
 Director's Signature	 Date		