



SHEPHERD CENTER PRESCHOOL

15215 E. Janine Dr., Whittier, CA 90605

Tel. (562) 693-8969

Registration Form

2026-2027

Day Care 6:30 am – 6:00 pm			Preschool 9:00 am – 12 noon			After School Care 1:00 pm – 6:00 pm			
# of Days	Potty Trained	Non-Potty Trained	# of Days	Potty Trained	Non-Potty Trained	# of Days	Weekly Rate	Monthly Rate	Daily Rate
5	\$803	\$823	5	\$690	\$700	5	\$138	\$552	\$27.60
3	\$592	\$612	3	\$448	\$463	3	\$82.75	\$331	\$27.60
2	\$464	\$484	2	\$391	\$406	Contact Director with any questions or requests.			
Extra Day Charge		\$67.00* Charged Monthly	Extra Day Charge		\$57.00* Charged Monthly				
Hourly Rate - \$12.36									
Late Pick-Up Fee			\$1.13 per minute after 6:00 p.m.						

*Maximum of 5 days allowed each pay period

One snack is provided for the Half-Day Program and two snacks for the Full-Day Program.

A **non-refundable** registration fee/annual renewal fee of \$150 and a \$100 material fee is required for each new and/or returning student, which is due with the August tuition.

Tuition is due on the 1st of each month. A 5% fee will be charged for payments received after the 5th of each month, and 10% will be charged on any remaining balance received after the 10th of each month.

Date _____ Potty Trained: ☐ Yes ☐ No ☐ Male ☐ Female

Student's Name _____ Date of Birth _____
(First) (Last)

Program: ☐ Full Day ☐ Half Day Days (circle all that apply): M T W Th F Start Date _____

Father's Name _____ Mother's Name _____

Father's Cell Number _____ Mother's Cell Number _____

Father's Email _____ Mother's Email _____

Home Address _____ City _____ Zip _____

Home Church _____

My child is allergic to _____ My child takes this medication _____

For Office Use Only

Registration \$ _____ Material Fee \$ _____ Tuition Billed \$ _____ Classroom _____ Date _____



Shepherd Center Preschool

EMERGENCY CARD

Child's Name _____ DOB _____

Address _____ City _____ Zip _____

Mother's Name _____ Father's Name _____

Mom's Home # _____ Dad's Home # _____

Mom's Work # _____ Dad's Work # _____

Cell Phone # _____ Cell Phone # _____

If parent is unavailable in an emergency, contact:

Name _____ Phone _____ Relationship _____

Child's Doctor _____ Phone _____

Allergies _____

Names of persons authorized to pick up child:

1. _____ Phone # _____

2. _____ Phone # _____

3. _____ Phone # _____

4. _____ Phone # _____

4/2021



Shepherd Center Preschool

EMERGENCY CARD

Child's Name _____ DOB _____

Address _____ City _____ Zip _____

Mother's Name _____ Father's Name _____

Mom's Home # _____ Dad's Home # _____

Mom's Work # _____ Dad's Work # _____

Cell Phone # _____ Cell Phone # _____

If parent is unavailable in an emergency, contact:

Name _____ Phone _____ Relationship _____

Child's Doctor _____ Phone _____

Allergies _____

Names of persons authorized to pick up child:

1. _____ Phone # _____

2. _____ Phone # _____

3. _____ Phone # _____

4. _____ Phone # _____

4/2021



Shepherd Center Preschool

MANDATED STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE

Section 11166 of Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, shall make an initial report by telephone to an agency specified in Section 11165.9 immediately, or as soon as practicably possible, and prepare a written report thereof within 36 hours or upon receiving the information concerning the incident.

“Child Care Custodian” includes teachers, licensed day workers, administrators of community care facilities licensed to care for children, foster parents and group home personnel.

I, _____, parent or guardian of _____,

Have read and understand the requirements of Penal Code Section 11166 as outlined and understand that employees of this facility are mandated by this requirement and will comply with these provisions.

Signature _____ Date _____



Shepherd Center Preschool

Handbook Amendment Fundraising Policy

Shepherd Center Preschool is a non-profit school. We strive to keep our tuition at an affordable rate to accommodate all families. We do provide the teachers pay increases as well as offer them medical benefits. Therefore, we find it necessary to do fundraisers each school year. The money that is raised from our fundraising efforts is always put back into our program, either to purchase new items for our classrooms or playground. We rely on 100% parent participation in at least two fundraising events per school year with a minimum of fifty dollars per order or to participate in two eight-hour workdays. If you cannot or do not wish to participate in these alternate opportunities, you have the option to pay a \$50 (fifty dollar) donation two times per school year. These payments can be made at the time of enrollment or are due at the time of our winter and spring fundraising events.

By signing below, you agree to either participate in our fundraisers or use the alternate giving program of \$100.00 as a term of accepting our enrollment conditions.

-----✂-----Cut and Return Lower Portion-----✂-----

I have read and understand that by enrolling my child at Shepherd Center Preschool, I agree to participate in at least two fundraising events totaling \$100.00 in sales or participate in two eight-hour workdays. If I choose not to participate in either, I will donate two payments of \$50.00 each due at the time of their winter and spring fundraising events.

Child's Name _____

Parent's Signature _____ Date _____



Shepherd Center Preschool

Photography Non-Permission/Opt-Out Form

We believe that using photos of our children in our newsletters, flyers, and on social media fosters a greater sense of community. Unless we are notified in writing that you object, photos taken at the preschool may be used in one or more of the publications listed above or on our website, www.solwhittier.org.

Complete and return this form **ONLY if you do NOT give permission** for your child's photo to appear in print or on our website. This opt-out form does not apply to photos that might be taken and used by others who attend our school events.

Child's Name (please print) _____

Parent or Guardian's Name _____

Phone _____ Email address _____

If you do NOT wish to have your child's photograph used in any way, please **sign and return this form to the Preschool Office.**

Parent or Guardian Signature _____ Date _____

Relationship to Child _____



SHEPHERD CENTER PRESCHOOL

15215 E. Janine Dr., Whittier, CA 90605

Telephone. (562) 693-8969

Tuition Agreement

Student's Name _____

This is to verify I have received a copy of the Shepherd Center Parent Handbook and registration papers. I understand that these documents contain important policies, procedures, and rules by which Shepherd Center Preschool and Daycare operates. I will read all the information and abide by it. I further acknowledge reading this contract and will abide by the following points:

1. I understand that monthly tuition payments are due on the 1st of each month for services rendered. If monthly tuition is not paid by the 5th, a 5% fee will be charged for payments received after the 5th of each month, and 10% will be charged on any remaining balance received after the 10th of each month. We require a registration fee/annual renewal fee of \$150 paid at the time of registration and a \$100 material fee is required for each new and/or returning student, which is due with the August tuition payment or payment of tuition for the first month of my child's attendance. (Tuition, registration and material fees are non-refundable.) **Initial**_____
2. I understand there will be no credit given for Holidays or Absences. Make-up days are not permitted due to absences, holidays or personal reasons. **Initial**_____
3. I understand that I am to give two weeks' written notice of my intention to terminate my child's enrollment. **Initial**_____
4. Shepherd Center reserves the right to refuse to provide or continue to provide services at its sole discretion and without cause. **Initial**_____
5. We offer a 10% flat-rate discount for one or more siblings based on the continued attendance of the primary student.

Parent's Signature

Driver's License

Date

Parent's Name (Please print)



Shepherd Center Preschool

15215 E Janine Dr. Whittier, CA 90605 (562) 693-8969

Dear Parent

Thank you so much for choosing our school! We would like you to bring the following items on your child's first day of school. Thank you.

Napping Items: (Daycare Students Only)

All items labeled with child's first and last name

- * Small Blanket
- * Crib Sheet
- * Small Pillow (optional)

Extra Clothes:

All Items labeled with child's first and last name

- * Shirt
- * Pants or shorts (depending on the weather)
- * Socks
- * Underwear
- * Diapers and wipes for non-potty trained



Breakfast:

- * Children can bring breakfast to eat here at Shepherd Center (please prepare at home)
- * Every classroom has a microwave, we can warm up their breakfast if needed.
- * Children can only eat breakfast between the hours of-6:30-7:45.

Lunch:

- * Each child needs to bring his or her own lunch each day
- * Please label their lunch box or lunch bag clearly with your child's first and last name
- * Please send all their items precooked we can warm them up if needed/no glass containers.
- * No T.V. Dinners. Ice Pack, if it needs to be refrigerated.

Other Important Items:

- * Complete Registration Packet (Registration Fee) Tuition & Immunization Card
- * And lot's of hugs and kisses for your child's first day!!

