

**PRESCHOOL ADMISSION AGREEMENT BETWEEN  
ELK GROVE UNIFIED SCHOOL DISTRICT AND PARENTS/GUARDIANS OF  
PRESCHOOL CHILDREN**

This agreement informs the parents/guardians of expectations for participation in preschool programs administered by PreK-6 Education. These expectations are applicable to Head Start, State and Title I Preschool.

**1. ARRIVAL AND DEPARTURE POLICY:**

**Arrival Time** - Children are to always arrive in the classroom at the scheduled time.

**Signing-In and Out** - For your child's protection and in compliance with the State of California Child Care Licensing Law, you must sign your child in when you arrive and sign out when the child leaves.

**Departure Time** - Children are to be picked up at the scheduled time. If your child is not picked up on time the following procedures will be used:

- 1) A verbal reminder will be given the first time the child is not picked up on time.
- 2) A parent conference will be held the second time this occurs.
- 3) A written reminder will be given the third time a child is not picked up on time.
- 4) A parent conference will be held to discuss possible termination of your child from the program.

**Authorized Release of Child** - Staff members will release children only to the parent or guardian (or a person explicitly authorized by the parent or guardian, age 18 or older).

**2. PARENT PARTICIPATION:**

Parent participation is essential to your child's successful school experience. You are highly encouraged to attend parent meetings and workshops and to volunteer in the classroom a minimum of three (3) hours a week.

**3. ABSENCE/ILLNESS:**

1) Children must attend class regularly. If your child is ill, you must notify the teacher. 2) Parents will be contacted/ notified regarding unexcused absences or inconsistent attendance, which can result in your child being dropped from the class if attendance does not improve 3) Children who are absent ten (10) days or more without notification may be dropped from the class.

**4. HOME VISITS/PARENT CONFERENCES:**

Parent conferences are scheduled twice a year. For Head Start Preschool, teachers will also schedule two (2) or more home visits during the school year. Your participation is necessary to facilitate ongoing communication.

**5. DISCIPLINE:**

Staff members are required to provide all children with a safe, healthy and comfortable learning environment. Expectations for all children will be clearly explained to children and to parents/guardians.

**6. CONFIDENTIALITY:**

All information pertaining to children and families is maintained in a confidential manner. Release of information to any agency or other Party will not occur without written consent of the parent/guardian.

**7. TRANSPORTATION:**

No transportation is provided to or from preschool.

**8. PLACEMENT:**

Upon completion of the student file, children will be placed based on criteria mandated by the grant funding the program.

**PHYSICAL/ TUBERCULOSIS RISK ASSESSMENT/ DENTAL REQUIREMENT:**

All children are required by Child Care Licensing (Title 22, 10122) to have completed a Physical Examination within **30 days of entry**. TB Risk Assessment prior to entry/placement into the Pre-K program. Children who do not meet the 30-day Physical Exam requirement will be notified and temporarily excluded from attendance until requirements are received. An updated Dental Examination must be completed within the program year.

**PRESCHOOL ADMISSION AGREEMENT**

**I understand all of the above requirements.**

**2nd Year**

Child's Name: \_\_\_\_\_

Program: \_\_\_\_\_

Initial: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_