

# Peppertree Schools of Los Gatos

14969 Los Gatos-Almaden Rd, Los Gatos, CA 95032 \* (408) 626-9200

## Preschool Admissions Agreement 8/2014 – 7/2015

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

Class Assignment: \_\_\_\_\_ Start Date: \_\_\_\_\_

### Basic Programs & Services Offered

Peppertree School offers morning pre-school, pre-kindergarten programs, and extended daycare for children 2 through 4 years. Potty training is offered. (Please refer to fee schedule on reverse side.) We are open Monday through Friday from 6:30 a.m. to 6:00 p.m.

### Optional Programs Offered (Separate fees are required.)

We periodically offer additional programs such as Gymnastics, Specialized Music, First Aide & CPR for adults, Parent's Night Out, NEW Family Vacation Solutions!, and more! Check with your center's Director for more information!  Initial

### Payment Policy

Tuition is due by the 1<sup>st</sup> of each month. There is a 4-day grace period for payment. An automatic \$25 late fee will be assessed on the 5<sup>th</sup>. After the 5<sup>th</sup>, an additional \$10 per day will be assessed, up to 30 days. Interest will be assessed on any balance still due after 30 days and the account will be sent to collections. (There may be additional fees when this occurs.) All fees are the child's authorized representative's responsibility, regardless of funding sources. Enrollment may be terminated at any stage within this process.

**There is no credit given for holidays, vacations, absences or days that Peppertree is closed.**  Initial

### Returned checks

There is a \$25 fee for returned checks. We will automatically re-deposit if able. If the check is returned a second time, there will be an additional \$25 fee. Failure to rectify a returned check: Account will go to collections and enrollment may be terminated.  Initial

### Withdrawal and Change In Schedule

If a child must be withdrawn from any of our programs, for any reason, a minimum of 30 days, paid notification is required, in writing, regardless of whether the child has attended our programs or not and regardless of circumstance. Be advised that your current agreement stays in effect until said notice is received. Communication before notification is encouraged so we may appropriately apply deposits, remedy situations, and meet family's needs as they arise. Any schedule change requests require 30 day paid notice in writing, an administrative fee of \$25, and availability approval.  Initial

### Late Pick-Up Fees

Our programs end at 12:00, 2:30 & 6:00. At these times, children are to be picked up. Depending on your child's schedule you will be charged \$10 at 5 minutes past pick-up time. After that, an additional \$1 per minute will be applied to your statement.

Example: Families must leave the property before 6:05 to avoid charges.  Initial

### Termination of Admissions Agreement

The center's Director or owners may terminate this contract, as a last resort, if we have determined that a child is unable to be successfully served by our programs. Also, if an authorized representative of the child is determined unable/unwilling to abide by our policies set forth in this agreement, including but not limited to, behavior determined as detrimental to the school and/or the well being of children, staff, or administrator/owners. Termination is complete when the child's authorized representative has received written notice, the child no longer attends Peppertree programs, and all fees due to the center have been paid.  Initial

### Rights Of the Local State Licensing Agency

The state of California General Licensing Requirements, section 101200 (b) & (c), states: 1- The department or licensing agency has the authority to interview children, or staff, and to inspect and audit child or facility records w/out prior consent. 2- The Licensee shall make provisions for private interviews with any child(ren), or any staff member; and for the examination of all records relating to the operation of the facility. 3- The department or licensing agency has the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement.  Initial

### \*Missing Signature Fees

The State of California General Licensing Requirements states that all children must be signed into the center at drop off time, and signed out upon departure from the center. The forms used for this purpose are LEGAL documents and are reviewed by State Licensing on a regular basis. Failure to successfully sign children in and/or out each day will result in the center being fined starting at \$100.00. Therefore, a \$10.00 per missing signature fee will be assessed as needed.  Initial

### Days We Are Closed for 2014-2015 (\*Any other closures will be posted 30 days in advance.)

2014-Aug. 14 <sup>th</sup> & 15 <sup>th</sup>	Thurs & Fri; CLOSED for staff development
2014-Sept. 1 <sup>st</sup>	Labor Day
2014-Nov. 26 <sup>th</sup> , 27 <sup>th</sup> / 28 <sup>th</sup>	Thanksgiving- <b>CLOSED 12:00 on Weds.</b> & all day Thurs & Fri
2014-Dec. 24 <sup>th</sup> - 26 <sup>th</sup>	Christmas Week (On the occasion that Christmas falls on a Wednesday, we will close for the week.)
2014/15- Dec 31 <sup>st</sup> – Jan 2 <sup>nd</sup>	New Year Eve and New Years Day (*December 30 <sup>th</sup> may be subject to closure based on center survey)
2015-Feb. 16 <sup>th</sup>	President's Day
2015-May 25 <sup>th</sup>	Memorial Day
2015-June 4 <sup>th</sup> -5 <sup>th</sup>	Thurs & Fri; CLOSED for staff development
2015-July 3 <sup>rd</sup>	In Observance of Independence Day

Initial

### Required Parent Participation: (Please refer to your Parent Handbook for details on this fun & highly beneficial event!)

As part of your enrollment at Peppertree Schools, and by signing this contract, you agree to volunteer at least one 2 or 3 hour shift at the Pumpkin Patch during the month of October. Beginning September, you will find a sign up sheet by your child's daily attendance

binder. Please find a day and time that works best for you and sign up for at least 1 time slot.  Initial If you would like to opt out of volunteering your time you may choose to pay a fee of \$100. Opt out: Y N  Initial

**SCHEDULE OF FEES:**

**Registration Fees: (Non-Refundable):** New Children: \$150.00 Continuing Children: \$100.00 annually  Initial

**Tuition Fees:** Please see fee structure below.

**Drop-in/Extended Care Fees:** Drop-In (Additional Days) Full Day \$85.00/ Half Day \$65.00 Extended Care (Scheduled Days) Hourly Rate: \$12/hour (Must have prior approval for Drop-in and/or Extended Hourly Care) Payable at time of drop in.  Initial

**Tuition Deposit: (Refundable):** One month's tuition paid at time of registration. With 30 days written notice of withdrawal, this deposit will be applied to final bill (last month of attendance).  Initial

**Sibling Discounts:** 2 siblings: 10% off oldest child's monthly tuition, 3 or more siblings: 10% off total monthly tuition

**& Other Discounts:** We offer a 10% discount to the following: Fire Fighter, Police Officer, Enlisted Military, Teachers- High School or younger, and Single Parents. (Must be active and provide proof of position held / parental status)

**Only one 'Sibling' or 'Other' discount per family.**  Initial

**Deposit Refund:** A security deposit of one month's tuition is due at the beginning of enrollment and applied to your last month of attendance. A 30-day notification must be submitted, in writing, to the office in order to have deposit applied.  Initial

**Tuition Refunds:** If you have withdrawn your child from any of our programs, and there is a tuition refund due after your deposit has been applied, that refund will be returned to you in up to 3 consecutive monthly installments, 60 days post the receipt of the written, 30 day paid notice.  Initial

**REFERRAL CREDIT:** As a **THANK YOU!** for referring families to our program we would love to credit you **\$500** for a full time family or **\$200** for a part time family over the course of 6 months, after 90 days from the new families' start date!! ©  Initial

**Adventurer and Voyager Groups**  
**(2 years through 3 years)**

**Monthly Tuition Fees:**

5 Days Full Day till 6:00	_____	\$1415
5 Days Part Day till 2:30	_____	\$1180
5 Days Half Day till 12:00	_____	\$1030
4 Days Full Day till 6:00	_____	\$1220
4 Days Part Day till 2:30	_____	\$1030
4 Days Half Day till 12:00	_____	\$935
3 Days Full Day till 6:00	_____	\$1040
3 Days Part Day till 2:30	_____	\$895
3 Days Half Day till 12:00	_____	\$800
2 Days Full Day till 6:00	_____	\$805
2 Days Part Day till 2:30	_____	\$610
2 Days Half Day till 12:00	_____	\$575

**Please Circle Actual Days Attending: M T W Th F**

**Additional Monthly Diapering and Potty-Training Fees:** (no longer charged when child is fully potty trained).

**Circle One: 5 days=\$110 4 days=\$90 3 days=\$70 2 days=\$50**

**Note:** You are required to complete a new admissions agreement annually as well as other administrative forms.  Initial

Mother's Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Father's Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ (For your monthly statements and information)

Additional Email Address for information if desired: \_\_\_\_\_

Who is responsible for payment? \_\_\_\_\_ Approx. Time of Drop-Off: \_\_\_\_\_ Pick-Up: \_\_\_\_\_

I have read and agree to abide by the above stated policies. In addition, I understand that these policies and fees may be changed at any time during the school year with 30 days notice. I will pay attention to notices posted, calendars and newsletters regarding school policies and events. **I will use this agreement as reference to fees due monthly, as Peppertree's statements are a courtesy only.**

Initial

**Parent Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Registration fee Paid: \$ \_\_\_\_\_ Ck #: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit fee Paid \$: \_\_\_\_\_ Ck #: \_\_\_\_\_ Date: \_\_\_\_\_

**I HAVE RECEIVED A SIGNED COPY OF THIS AGREEMENT**

*REV. 07/2014 D*

**Initial**