

Peppertree Schools of Los Gatos

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

Infant-Toddler Admissions Agreement – Fall 2009 - 2010

Child's Name: _____ Birth Date: _____

Class Assignment: _____ Start Date: _____

Basic Programs & Services Offered

Peppertree School offers Infant, Toddler care programs starting at 6 weeks of age through 2 years. We are open Monday through Friday from 6:30 a.m. to 6:00 p.m. We are pleased to share with you that our toddler class is separate from our infant class for the purpose of safety, focused attention, developmentally appropriate environment, etc. (Basic age in toddler class is 11-24 months.)

Optional Programs Offered

There are no "pay optional" programs offered at this time for our Infant and Toddler programs.

Payment Policy

Tuition is due by the 1st of each month according to this agreement. There is a 4-day grace period for payment. A \$25 late fee will be applied on the 5th of each month to your statement as well as an additional \$10 per day after that 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.) Enrollment may be terminated at any stage within this process. There is no credit given for holidays, absences or days that Peppertree is closed. _____ **Initial**

Families on Subsidy

Families receiving funding for childcare through subsidy are bound by the same consequences stated in Payment Policy above. Attendance sheets must be filled out daily and correctly, signed and submitted by the last working day of each month. _____ **Initial**

Returned checks

There is a \$25 fee for bounced checks. We will automatically re-deposit if able. If the check bounces a second time, there will be an additional \$25 fee. If a parent fails to rectify a returned check, we will send the account to collections and may terminate the enrollment. _____ **Initial**

Vacation Credit, 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If a child must be withdrawn from any of our programs, for any reason, a minimum of 30 days, paid notification is required, in writing, regardless of whether the child has attended our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. If 30 days notice cannot be given, the families are responsible for the tuition for those 30 days. Communication before notification is encouraged so we may remedy any situation and meet family needs as they arise. Any schedule change requests require 30 day, written notice as well as an administrative fee of \$25 and will be approved upon space/schedule availability. Please refer to reverse side for vacation details. _____ **Initial**

Late Pick-Up Fees

Our programs end at 11:30, 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 10 minutes past pick-up time. After that, an additional \$1 per minute will be applied to your statement. Families must leave the property before 6:10 to avoid charges. _____ **Initial**

Termination of Admissions Agreement

This contract may be terminated by the center's Director or owners, 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, unacceptable verbal/emotional and/or physical conduct/behavior while in/on the center's buildings/grounds. Termination is complete when the authorized representative has received written notice, the child no longer attends Peppertree programs, 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 of the center results in a \$100.00 fine, to the center, per family in which this pertains. To avoid this expensive fine to the center we will charge a \$10.00 fee to any family who is missing a signature on the sign in sheet on a monthly basis. _____ **Initial**

Days We Are Closed

Aug. 20 th & 21 st	Thurs & Fri prior to fall school year start; CLOSED for staff development
Sept. 7 th	Labor Day
Nov. 25 th -27 th	Thanksgiving- CLOSED 12:00 on Weds. & all day Thurs & Fri
Dec. 24 th & 25 th	Christmas Eve and Christmas Day
Dec 31 st & Jan. 1 st	New Year Eve and New Year Day
Feb. 15 th	President's Day
May 31 st	Memorial Day
June 10 th -11 th	Thurs & Fri prior to Summer Camp; CLOSED for staff development

July 5th

In Observance of Independence Day

*Any other days that Peppertree is closed will be posted 30 days in advance

SCHEDULE OF FEES:

Registration Fees: (Non-Refundable): New Children: \$100.00 Continuing Children: \$50.00 annually

Tuition Fees: Please see fee structure below.

Drop-in Fees: Full Day \$95.00 Half Day \$75.00 Extended Care Hourly Rate: \$9/hour (Must have prior approval for Drop-in and/or Extended Hourly Care)

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).

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

Vacation Credit Policy: Families are granted two weeks tuition credit per Sept – Aug school year with 30 days written notification and scheduled through our administrative office.

Deposit Refunds: 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 credit due to be refunded, that and all other refunds will be ready 60 days post the receipt of the written, 30 day notice, by our office. _____ Initial

Infant-Toddler

Monthly Tuition Fees:

(6 weeks to 2 years)

5 Days Full Day till 6:00	_____	\$1455
5 Days Part Day till 2:30	_____	\$1230
5 Days Half Day till 11:30	_____	\$1140
4 Days Full Day till 6:00	_____	\$1275
4 Days Part Day till 2:30	_____	\$1095
4 Days Half Day till 11:30	_____	\$1020
3 Days Full Day till 6:00	_____	\$1025
3 Days Part Day till 2:30	_____	\$955
3 Days Half Day till 11:30	_____	\$860
2 Days Full Day till 6:00	_____	\$895
2 Days Part Day till 2:30	_____	\$785
2 Days Half Day till 11:30	_____	\$720

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=\$100 4 days=\$80 3 days=\$60 2 days=\$40

Note: You will be 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: _____ Home Ph#: _____
 Email Address: _____ (required for your monthly statements)
 Who is responsible for payment? _____ Approx. Time of Drop-Off: _____ Pick-Up: _____

I have read and agree to abide by the above stated policies and have received and read the Peppertree Parent Handbook. 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 and in newsletters regarding school policies.

Parent Signature: _____ **Date** _____

Director Signature _____ **Date** _____

Registration fee Paid: \$ _____ Ck #: _____ Date: _____
 Deposit fee Paid: \$ _____ Ck #: _____ Date: _____