

Peppertree Schools of Los Gatos '2012-2013' School Year

16035 Los Gatos Almaden Rd. Los Gatos, CA 95032 (408) 356-3211 www.peppertreeschools.com

1st-6th Grade Admissions Agreement

Child's Name: _____ DOB: _____

Class Assignment: _____ Start Date: _____

Basic Programs & Services Offered @ This Center

We offer morning before and after school care programs for Elementary School-Age children up to age 12. We are open Monday through Friday from 6:30 a.m. to 6:00 p.m. Transportation is provided to and from most schools in the following districts: Union, Los Gatos, and Cambrian. If you have questions regarding any of the schools in these districts, please contact us.

Our Summer Camp Program runs for approximately 11 weeks with same hours and requires an additional enrollment form and Camp Fee. Summer registration begins in the spring and forms can be obtained in March from the office or online at www.peppertreeschools.com.

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 and additional \$10 per day after that will be charged to your account. This policy includes attendance sheets for families on subsidized programs. Enrollment may be terminated if payment is not made within one week of the due date. Interest will be charged on any balance still due after 30 days and the account will be sent to collection. (There may be additional fees if this occurs.) There is no credit given to vacations, holidays absences or days that Peppertree is closed. Summer Camp is the only time you may schedule vacation ahead of time, and receive a tuition break. For School –Age Summer Camp, expect billing according to your weeks and schedule. 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 collection and may terminate the enrollment.

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. If your child is attending solely for Summer Camp, we require the last week of camp be paid in advance. 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If you have withdrawn your child from any of our programs, and there is a tuition credit due to be refunded, that and all other refunds will be ready 60 days post the receipt of the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

Withdraw or 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 parents 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. Initial

Late Pick-Ups

Our programs end at 4:30 & 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 charged to your account. Families must leave the building before 6:10 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, when a parent is unable 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. This contract is terminated when the child no longer attends any 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.

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

Calendar School Days We Are Closed

September 3 Labor Day
November 21 22, & 23 (Noon on the 21st)
TBD Christmas
TBD New Year's
February 18 President's Day
May 27 Memorial Day
June 6 & 7 Thurs & Fri prior to Summer Camp; CLOSED for staff development

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

SCHEDULE OF FEES:

Registration Fees: (Non-Refundable): New Students: \$100.00

Continuing Students: \$50.00 per year, billed on September's invoice

Tuition Deposit: (Refundable): With 30 days written notice & within 30 days after last day of projected attendance

Sibling Discount: 2 siblings = 10% off oldest child's monthly tuition; 3+ siblings = 10% off total monthly tuition

Drop-in Rates: Full Day \$85.00 Part Day \$65.00 Extended Care Hours \$8.00 per hour

Other Rates: Full day \$35.00 when child's school is closed (Must have prior approval for Drop-in, other and/or Extended Care)

Permission for field Trips: Y N (Please have your child here by 9:00 a.m. on field trip days)

Permission to apply sun-block: Y N (You must supply sun-block for your child, SPF 30+)

Monthly 1st-6th Grade Tuition Fees:

<u>Days</u>	<u>Prior to 8:00am</u>	<u>P/U by 4:30</u>	<u>P/U by 6:00</u>
5 Days	\$105	\$290	\$457
4 Days	\$81	\$230	\$410
3 Days	\$58	\$191	\$312
2 Days	\$47	\$134	\$215

Please Circle Days: M T W Th F

If you will need am care prior to 8:00am please add the prior to 8:00am rate to your pick up rate.

Will your child be in need of transportation? Y N

What school will your child be attending? _____

Will you need transportation for your child to school at the 8:00am time frame? Y N

*Please note that you must communicate to staff if there is a change in schedule or if your child does not need pick up on a particular day. A fee of \$10 will be applied for any non-communication. We require at least one-hour notice due to the complexity of our transportation program.

Note: This agreement and schedule is valid from now to the end of the 2013 school year. (You must complete an additional admissions agreement to continue in our summer programs.)

Mother's Name: _____ SS#: _____ Cell #: _____

Father's Name: _____ SS#: _____ Cell #: _____

Address: _____ Home ph: _____

E-Mail Address: _____ (Required for monthly statements and communication)

Who is responsible for payment? _____ Approx time of drop-off: _____ Pick -up _____

I have read and agree to abide by the above stated terms and have received and read the Peppertree Parent Handbook. These include: Timely payment of tuition and fees and proper notice in case of schedule change or withdraw. In addition, I understand that these policies may be changed at any time during the school year with a 30-day notice. I will pay attention to notices posted and/or distributed regarding these policies.

Parent/Guardian Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

Reg Fee Pd: \$ _____ Ck# _____ Date: _____ Deposit Pd: \$ _____ Ck# _____ Date: _____

Camp Fee Pd: \$ _____ Ck# _____ Date: _____ Prepay Summer \$ _____ Ck# _____ Date: _____

All rates & agreements are subject to change w/a 30-day notice. Fall Enrollment Form 2012 REV 7/17/12