

**Peppertree Schools of Los Gatos**  
 16035 Los Gatos-Almaden Rd, Los Gatos, CA 95032 \* (408) 356-3211  
**Preschool Admissions Agreement – Fall 2013– Summer 2014**

**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 2.9 through 5 years. Potty training is offered. (Please refer to fee schedule on reverse side for training charges.) We are open Monday through Friday from 6:30 a.m. to 6:00 p.m. In June we begin our Summer Session with the same hours. (Please refer to fee schedule on reverse side.)

**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, 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If a child must be withdrawn from any of our programs, for any reason, a minimum of 30 days, paid notification is required, in writing, regardless of whether the child has attended our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. 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. Examples including but not limited to, unacceptable verbal/emotional and/or physical conduct/behavior while in/on the center's buildings/grounds toward any client (own child or other, or adult), employee, 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. Any refunds are returned within 30days.  **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 2013-2014 (\*Any other closures will be posted 30 days in advance.)**

2013	Aug. 15 <sup>th</sup> & 16 <sup>th</sup>	Thurs & Fri prior to Fall school year start; CLOSED for staff development
2013	Sept. 2nd	Labor Day
2013	Nov. 27th-29th	Thanksgiving- CLOSED 12:00 on Weds. & all day Thurs & Fri
2013	Dec.23 <sup>rd</sup> – 27 <sup>th</sup>	Christmas Week (On the occasion that Christmas falls on a Wednesday, we will close for the week.)
2013	Dec 31st , Jan. 1 <sup>st</sup>	New Year Eve and New Years Day (*December 30 <sup>th</sup> may be subject to closure based on center survey)
2014	Feb. 17th	President's Day
2014	May 26th	Memorial Day
2014	June 5th-6 <sup>th</sup>	Thurs & Fri prior to Summer Camp; CLOSED for staff development
2014	July 4th	In Observance of Independence Day <input type="text"/> <b>Initial</b>

**SCHEDULE OF FEES:**

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

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

**Drop-in Fees:** Drop-In (Additional Days) Full Day \$85.00/ Half Day \$65.00 Extended Care (scheduled days) Hourly Rate: \$11/hour (Must have prior approval for Drop-in and/or Extended Hourly Care) Payable at time of drop in.  **Initial**

**Summer Session Fees:** 5 days \$125.00 4 days \$100.00 3 days \$75.00 2 days \$50.00 (For onsite guests & special activities.)  **Initial**

**Required Parent Participation: (Please refer to your Parent Handbook for details on this fun and 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. If you would like to opt out of volunteering your time you may choose to pay a fee of \$100.  **Initial** Opt out: Y N  **Initial**

**Purple & Blue Group Supply fee:** \$25.00 due in September & January  **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  **Initial**

**& 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) **One discount pre 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 enrollment. 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 will be returned to you 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**

	<u>Red Group</u> ( 2.9-3.9 )	<u>Purple Group</u> (3.9-4.9)	<u>Blue Group</u> (4.9-5.9)
5 Days Full Day till 6:00	_____ \$1155	_____ \$1040	_____ \$1155
5 Days Part Day till 2:30	_____ \$985	_____ \$880	_____ \$985
5 Days Half Day till 12:00	_____ \$880	_____ \$785	_____ \$880
4 Days Full Day till 6:00	_____ \$1030	_____ \$925	_____ \$1030
4 Days Part Day till 2:30	_____ \$825	_____ \$750	_____ \$825
4 Days Half Day till 12:00	_____ \$730	_____ \$670	_____ \$730
3 Days Full Day till 6:00	_____ \$830	_____ \$750	_____ \$830
3 Days Part Day till 2:30	_____ \$750	_____ \$685	_____ \$750
3 Days Half Day till 12:00	_____ \$605	_____ \$545	_____ \$605
2 Days Full Day till 6:00	_____ \$690	_____ \$615	_____ \$690
2 Days Part Day till 2:30	_____ \$535	_____ \$480	_____ \$535
2 Days Half Day till 12:00	_____ \$485	_____ \$440	_____ \$485

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

**Additional Monthly Diapering and Potty-Training Fees: 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: \_\_\_\_\_