

# Peppertree Schools of Los Gatos

16035 Los Gatos-Almaden Rd, Los Gatos, CA 95032 \* (408) 356-3211

## Preschool Admissions Agreement – Fall 2010 – Summer 2011

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.) We are open Monday through Friday from 6:30 a.m. to 6:00 p.m. In mid-June we begin our Summer Session with the same hours. (Please refer to fee schedule on reverse side.)

### Optional Programs Offered

We offer additional programs throughout the year. These programs include I CAN GYMNASTICS, Art, Music and more! These programs are optional and require separate fees, which are easily obtained through our office.

### Payment Policy

Tuition is due by the 1<sup>st</sup> 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 5<sup>th</sup> 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If a child must be withdrawn from any of our programs, for any reason, a minimum of 30 days, paid notification is required, in writing, regardless of whether the child has attended our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-Ups

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 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. 19 <sup>th</sup> & 20 <sup>th</sup>	Thurs & Fri prior to fall school year start; CLOSED for staff development
Sept. 6 <sup>th</sup>	Labor Day
Nov. 24 <sup>th</sup> -26 <sup>th</sup>	Thanksgiving- CLOSED 12:00 on Weds. & all day Thurs & Fri
Dec. 22 <sup>nd</sup> & 24 <sup>th</sup>	Christmas – CLOSED 12:00 on Weds & all day Thurs & Fri
Dec 30 <sup>th</sup> & 31 <sup>st</sup>	New Years
Feb. 21 <sup>st</sup>	President's Day
May 30 <sup>th</sup>	Memorial Day
June 9 <sup>th</sup> -10 <sup>th</sup>	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 annually

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

**Drop-in Fees:** Full Day \$65.00 Half Day \$45.00 Extended Care Hourly Rate: \$7/hour (Must have prior approval for Drop-in and/or Extended Hourly Care)

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

**Tuition Deposit: (Refundable):** One month's tuition paid at time of registration.

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

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

**Vacation Credit Policy:** After 90 days our families are granted two weeks tuition credit per Sept – Aug school year with 30 days written notification and scheduled through our administrative office. **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 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**

	<u>Red Group</u>	<u>Purple Group</u>
<b>Monthly Tuition Fees:</b>	<b>(2.9 turning 4)</b>	<b>(4 turning 5)</b>
5 Days Full Day till 6:00	_____ \$1000	_____ \$900
5 Days Part Day till 2:30	_____ \$850	_____ \$765
5 Days Half Day till 12:00	_____ \$760	_____ \$680
4 Days Full Day till 6:00	_____ \$890	_____ \$800
4 Days Part Day till 2:30	_____ \$715	_____ \$645
4 Days Half Day till 12:00	_____ \$635	_____ \$580
3 Days Full Day till 6:00	_____ \$720	_____ \$650
3 Days Part Day till 2:30	_____ \$650	_____ \$590
3 Days Half Day till 12:00	_____ \$525	_____ \$470
2 Days Full Day till 6:00	_____ \$595	_____ \$535
2 Days Part Day till 2:30	_____ \$460	_____ \$415
2 Days Half Day till 12:00	_____ \$420	_____ \$380

**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**

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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: \_\_\_\_\_