

# Peppertree Schools of Los Gatos

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

## Infant-Toddler Admissions Agreement – Fall 2011 - 2012

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 24 months. 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

We periodically offer additional programs, such as: Baby Signs. As these optional programs become available parents are notified and given enrollment information.

### 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.) All fees are parent/guardian responsibility, regardless of funding source. 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 guidelines 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

### 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If a child must be withdrawn from any of our programs, for any reason, a minimum of 30 days, paid notification is required, in writing, regardless of whether the child has attended our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.  Initial

### Late Pick-Up Fees

Our programs end at 11:00, 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. Example:

Families must leave the property 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, 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, 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 of the center results in a \$100.00 fine, to the center, per family, per instance 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 (\*Any other closures will be posted 30 days in advance.)

2011-Aug. 18 <sup>th</sup> & 19 <sup>th</sup>	Thurs & Fri prior to fall school year start; CLOSED for staff development
2011-Sept. 5 <sup>th</sup>	Labor Day
2011-Nov. 23 <sup>th</sup> -25 <sup>th</sup>	Thanksgiving- CLOSED 12:00 on Weds. & all day Thurs & Fri
2011-Dec. 23 <sup>rd</sup> & 26 <sup>th</sup>	Christmas Eve (Dec. 23 <sup>rd</sup> closure to be confirmed in November)
2011-Dec 30 <sup>th</sup> & 2nd	New Year Eve (Dec. 30 <sup>th</sup> closure to be confirmed in November)
2012-Feb. 20 <sup>th</sup>	President's Day
2012-May 28 <sup>th</sup>	Memorial Day
2012-June 7 <sup>th</sup> -8 <sup>th</sup>	Thurs & Fri prior to Summer Camp; CLOSED for staff development

**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/Extended Care Fees:** Drop-In (Additional Days) Full Day \$120.00/ Half Day \$95.00 Extended Care (scheduled Days) Hourly Rate: \$10/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).

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

**Community Service Workers:** We offer a 10% thank you discount to those working to help the community, if either of the child's parents are a teacher, a firefighter, a police person, or enlisted in the military; with written proof of position held.  **Initial**

**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**

**Referral Credit:** As a thank you for referring families to our program we would love 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**

**Infants, Toddlers & Explorers**

**Monthly Tuition Fees:**

**(6 weeks to 24 months)**

5 Days Full Day till 6:00 \_\_\_\_\_ \$1590  
 5 Days Part Day till 2:30 \_\_\_\_\_ \$1355  
 5 Days Half Day till 11:30 \_\_\_\_\_ \$1255

4 Days Full Day till 6:00 \_\_\_\_\_ \$1390  
 4 Days Part Day till 2:30 \_\_\_\_\_ \$1205  
 4 Days Half Day till 11:30 \_\_\_\_\_ \$1125

3 Days Full Day till 6:00 \_\_\_\_\_ \$1125  
 3 Days Part Day till 2:30 \_\_\_\_\_ \$1050  
 3 Days Half Day till 11:30 \_\_\_\_\_ \$945

2 Days Full Day till 6:00 \_\_\_\_\_ \$985  
 2 Days Part Day till 2:30 \_\_\_\_\_ \$865  
 2 Days Half Day till 11:30 \_\_\_\_\_ \$790

**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 will be required to complete a new admissions agreement annually and for each room change 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: \_\_\_\_\_

*REV. 06/27/11*