

Peppertree Schools of Los Gatos

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

Infant-Toddler Admissions Agreement – Fall 2013 - 2014

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 (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 1st of each month. There is a 4-day grace period for payment. An automatic \$25 late fee will be assessed on the 5th. After the 5th, 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If a child must be withdrawn from any of our programs, for any reason, a minimum of 30 days, paid notification is required, in writing, regardless of whether the child has attended our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 th & 16 th	Thurs & Fri; CLOSED for staff development
2013-Sept. 2 nd	Labor Day
2013-Nov. 27 th , 28 th , & 29 th	Thanksgiving- CLOSED 12:00 on Weds. & all day Thurs & Fri
2013-Dec. 23 rd - 27 th	Christmas Week (On the occasion that Christmas falls on a Wednesday, we will close for the week.)
2013/14- Dec 31 st & Jan 1 st	New Year Eve and New Years Day (*December 30 th may be subject to closure based on center survey)
2014-Feb. 17 th	President's Day
2014-May 26 th	Memorial Day
2014-June 5 th -6 th	Thurs & Fri; CLOSED for staff development
2014-July 4 th	In Observance of Independence Day

Initial

Required Parent Participation: (Please refer to your Parent Handbook for details on this fun & 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

SCHEDULE OF FEES:

Registration Fees: (Non-Refundable): New Children: \$150.00 Continuing Children: \$100.00 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: \$13/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). **Initial**

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

& 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 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 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**

Infants, Toddlers & Explorers

Monthly Tuition Fees:

(6 weeks to 24 months)

5 Days Full Day till 6:00 _____ \$1670
5 Days Part Day till 2:30 _____ \$1425
5 Days Half Day till 11:30 _____ \$1320

4 Days Full Day till 6:00 _____ \$1460
4 Days Part Day till 2:30 _____ \$1265
4 Days Half Day till 11:30 _____ \$1180

3 Days Full Day till 6:00 _____ \$1180
3 Days Part Day till 2:30 _____ \$1105
3 Days Half Day till 11:30 _____ \$995

2 Days Full Day till 6:00 _____ \$1035
2 Days Part Day till 2:30 _____ \$910
2 Days Half Day till 11:30 _____ \$830

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 are 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: _____

Email Address: _____ (For your monthly statements and information)

Additional Email Address for information if desired: _____

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: _____