

# Peppertree Schools of Los Gatos

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

## Infant-Toddler Admissions Agreement 9/2019-8/2020

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Class Assignment: \_\_\_\_\_ Start Date: \_\_\_\_\_

### Basic Programs & Services Offered

Peppertree Schools offers Infant & Toddler care programs starting at 6 weeks of age to 24 months. We are open Monday- 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 individual 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 Specialized Music, First Aide & CPR for adults, Parent's Night Out, 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, vacations, absences or days that Peppertree is closed, incl. emergencies.**  Initial

### Returned checks

There is a \$100 fee for returned checks. We will automatically re-deposit if able. If the check is returned a second time, there will be an additional \$35 fee. Failure to rectify a returned check: Account will go to collections and enrollment may be terminated.  Initial

### Change In Schedule

A 30 days paid notice in writing, and an administrative fee of \$25, is required. Per availability, the new schedule can start any time within the 30 days. Financial adjustment will start the first of the next calendar month for decrease in schedule, and immediate for increase in schedule.  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, including but not limited to, behavior determined as detrimental to the school and/or the well being of children, staff, or administrator/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.  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. Therefore, a \$10.00 per missing signature fee will be assessed as needed.  Initial

### Acceptable Methods of Payment

Personal Check, Bank Issued Check by mail, Cash, Money Order, Credit Card, and PayPal. If paying by Credit Card there is a 4% on total for each usage. For PayPal use [Theresa.b@peppertreeschools.com](mailto:Theresa.b@peppertreeschools.com) and choose **Personal – Payment Owed** to avoid Merchant Fees. Merchant fees are the responsibility of the payer to cover.  Initial

### Days We Are Closed for 2019-2020 (\*Any other scheduled closures will be posted 30 days in advance.)

2019-Aug 8 <sup>th</sup> & 9 <sup>th</sup>	Thurs & Fri: <b>CLOSED</b> for staff development
2019-Sept 2 <sup>nd</sup>	<b>CLOSED</b> In Observance of Labor Day
2019-Nov 11 <sup>th</sup>	<b>CLOSED</b> In Observance of Veteran's Day
2019-Nov 27 <sup>th</sup> , 28 <sup>th</sup> & 29 <sup>th</sup>	<b>CLOSED all day Wed, Thurs &amp; Fri</b> In Observance of <b>Thanksgiving Holiday</b>
2019-Dec 23 <sup>rd</sup> – Jan 3 <sup>rd</sup>	<b>CLOSED for the entire 2 weeks</b> In Observance of <b>Christmas &amp; New Year Holiday Break</b>
2020-Feb 17 <sup>th</sup>	<b>CLOSED</b> In Observance of President's Day
2020-May 21 <sup>st</sup> & 22 <sup>nd</sup>	Thurs & Fri: <b>CLOSED</b> for staff development
2020-May 25 <sup>th</sup>	<b>CLOSED</b> In Observance of Memorial Day
2020-July 3 <sup>rd</sup>	<b>CLOSED</b> In Observance of Independence Day

Initial

### Required Parent Participation: (Please refer to your Parent Handbook for details on these fun & highly beneficial events & other opportunities to get involved!)

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 our annual Pumpkin Patch during the month of October, **OR**, commit in other areas, as in Web Design/ Maintenance, Onsite/Offsite Events, Event Planning, Community Outreach, Fundraising, Marketing, Committee Coordinator, and Much More! Beginning September, you will find a sign up sheet by your child's daily attendance binder for the Patch or other like events. 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 \$200 into either a current Peppertree GoFundMe, Peppertree Benevity through your company for corporate matching, or directly to Peppertree Schools!  Initial Opt out: Y N  Initial

**SCHEDULE OF FEES:**

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

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

**Drop-in/Extended Care Fees:** Drop-In (Additional Days) Full Day \$130.00/ Half Day \$105.00 Extended Care (Scheduled Days) Hourly Rate: \$15.00/hour (Must have prior approval for Drop-in and/or Extended Hourly Care) Payable at time of drop in.  Initial

**Enrollment Deposit: (Applicable):** One month's tuition paid at time of registration to secure desired enrollment date and schedule. This fee can be paid in full, or, in up to 3 consecutive monthly payments prior to the start date.

**Withdrawal:** We require a 60 days paid notice of withdrawal in writing, and activated on the first day of the next calendar month. The first month within the 60 days is paid as per usual to Peppertree Schools. Your deposit will then be applied to your final bill and/or next calendar month 1-31<sup>st</sup>, completing the 60 days. You can utilize the application month as much or as little as needed. This is set to encourage parents to give as much notice as possible so as to reduce undesirable impact on our budget, and applies regardless of start date 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)

**Only one 'Sibling' or 'Other' discount per family.**  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 refund will be returned to you in up to 3 consecutive monthly installments, starting 60 days post the receipt of said 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 family's start date!! ☺  Initial

**Infants & Toddler Seekers/Explorers \*\*Fees Include All Diapers and Diapering Supplies\*\***

**Monthly Tuition Fees: (8 weeks to 24 months)**

5 Days Full Day till 6:00 \_\_\_\_\_ \$1958  
5 Days Part Day till 3:30 \_\_\_\_\_ \$1738  
5 Days Half Day till 11:30 \_\_\_\_\_ \$1573

4 Days Full Day till 6:00 \_\_\_\_\_ \$1705  
4 Days Part Day till 3:30 \_\_\_\_\_ \$1540  
4 Days Half Day till 11:30 \_\_\_\_\_ \$1397

3 Days Full Day till 6:00 \_\_\_\_\_ \$1375  
3 Days Part Day till 3:30 \_\_\_\_\_ \$1292  
3 Days Half Day till 11:30 \_\_\_\_\_ \$1171

2 Days Full Day till 6:00 \_\_\_\_\_ \$1193  
2 Days Part Day till 3:30 \_\_\_\_\_ \$1056  
2 Days Half Day till 11:30 \_\_\_\_\_ \$968

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

**Note:** You are required to complete a new admissions agreement annually as well as other administrative forms.  Initial

Parent's Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Who is responsible for payment? \_\_\_\_\_ Approx. Time of Drop-Off: \_\_\_\_\_ Pick-Up: \_\_\_\_\_

I have read and agree to abide by the above stated policies. 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, calendars and newsletters regarding school policies and events. **I will use this agreement as reference to fees due monthly, as Peppertree's statements are a courtesy only.**

Initial

**Parent Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Registration fee Paid: \$ \_\_\_\_\_ Ck #: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit fee Paid \$: \_\_\_\_\_ Ck #: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE RECEIVED A SIGNED COPY OF THIS AGREEMENT

REV 8/30/19 D

Initial