
PRECIOUS PRESCHOOL

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Lic. #430700522

Your Children Are Precious To Us

ADMISSION AGREEMENT & SCHOOL POLICIES

SCHOOL OBJECTIVES & PHILOSOPHY

Our objective is to provide a safe environment for children to learn, through positive experiences, under the guidance of qualified teachers. We create a base for children to build toward their future academic and personal success. Our philosophy is that each individual child should receive the opportunity to grow in the areas of social, emotional, physical, creative, and cognitive development.

TUITION AND FEE SCHEDULE 2011 - 2012 SCHOOL YEAR

Program Session	10 Monthly Installments August – May Payments
<u>Preschool Sessions</u> Ages 2 1/2 - 5 yrs. 8:30am - 11:45am or 12:15pm - 3:30pm	
5 (Five) Half Days	\$625.00*
3 (Three) Half Days	\$475.00*
2 (Two) Half Days	\$325.00*
<u>Enrichment Programs</u> Lunch Box Buddies	Please see us in the main office for more details

(*NOTE - Tuition Fees are subject to change)

- PAYMENT OPTIONS. A. Ten (10) monthly payments:
- Tuition is based on a set amount for the school year. Therefore, regardless of the days of school held in any given month, payment will remain the same. Payment #1 is divided into two installments with Payment #1a (prepayment) in the amount of 50% of your regular monthly tuition is due May 2nd and Payment #1b will be due on August 1st. Each monthly tuition payment secures your child's placement for the next month. All monthly tuition payments are **NON-REFUNDABLE**. Partial refunds will only be given only for annual payments.
 - Your tuition balance is due by **12pm NOON, AUGUST 1, 2011** and this payment is **NON-REFUNDABLE**. Your tuition balance must be paid in full and received in the office no later than August

1, 2011 or your child's space may be forfeited. Your payment must be mailed to school's mailing address (shown above). Also, this payment may not be applied to future enrollment.

- All registration fees and tuition (August through May) are **NON-REFUNDABLE** and may not be applied to delayed or future enrollment.
- No refunds will be given for monthly tuition payments.
- A full monthly tuition payment is made in December AND June.
- **PAYMENTS ARE DUE THE FIRST SCHOOL DAY OF EACH MONTH.** We will NOT send home a monthly statement. A \$25 late fee is charged for payments received after the 5th of each month.
- Tuition will only be prorated for students who begin mid-month.
- No deductions or refunds will be made for absences.
- Sibling Discounts are available for families with more than one student enrolled. Full tuition is due for the oldest child and a 10% discount is applied to younger siblings.
- There is a \$25 assessment for returned checks. If a check is returned, payment for that month must be made in cash, including the \$25 returned check fee.

B. One (1) Full Year Payment is due August 1st.

- Partial refunds will **ONLY** be given to those making annual payments. However, one additional month will be charged at the time of your child's withdrawal.

(Initial) – I have read and agree with the above statements regarding the payment schedule and related terms and conditions.

ENROLLMENT PROCEDURE

Applications for enrollment are accepted without regard to race, religion, gender, color, creed, or national origin. All children, including presently enrolled children, must reapply each year. Enrollment is on a "first-come first-serve" basis when enrollment opens.

All Preschool Students:

Please note that a \$125 non-refundable registration fee is due at the time of registration. This fee is not applicable to tuition.

PRE-PAYMENT TUITION:

Please note that a non-refundable tuition prepayment (Payment #1a) in the amount of 50% of your regular monthly tuition is due on May 2, 2011. This prepayment will be applied towards your first tuition payment. The remaining balance will be due on August 1, 2011 (Payment #1b).

- All students must provide proof of current immunizations **PRIOR** to the start of school.
- Children are placed in specific classes based on their age and maturity levels at the sole discretion of the school's staff. You may request a particular teacher however no guarantees can be made.
- Children must be trained in bathroom etiquette and must be completely responsible for themselves in the restrooms. Wearing diapers, training pants, or pull-ups is not acceptable.

Please complete and return the required forms by May 2, 2011 along with your Payment #1a (Prepayment - 50% of monthly tuition). State law requires all forms to be completed and on file.

1. Consent to Medical Treatment
2. Identification and Emergency Form
3. Health History
4. Parent's Rights
5. Personal Rights
6. Physician's Report

Due at the time of registration:

- **Registration Card and Fee (\$125.00 - Preschool)**
- **Admission Agreement/School Policies**

ARRIVAL & PICK-UP

- Staff members will greet each child at the car door. Parents and/or guardians must sign their child in and out at pick up and drop off times. **FULL FIRST AND LAST NAME IS REQUIRED.**
- **You may be asked to show identification.** Please carry your identification with you during these times.
- Please be patient and considerate of other drivers and have your children buckled in at all times until your car arrives at a full stop at the designated drop-off point. In consideration of fellow drivers, please do not hold any conversations at drop off and pick up times. If you would like to speak with your child's teacher we will be happy to set up a conference for you.
- Children will only be released to authorized persons on file and must furnish driver's license or photo identification according to California State Licensing. We cannot accept a phone call to authorize any changes. Changes are only accepted in writing from child's parent or legal guardian. Faxes are acceptable. Name placards are issued to those parents and guardians authorized to pick up your child.
- Due to insurance reasons, our staff is not allowed to buckle your child into his/her car seat.
- Please do not block neighboring driveways and streets.
- School is closed from 12 noon to 12:15 pm and again after 3:45pm. Please be prompt in picking up your child. There will be overtime charges assessed at **\$3 per each minute** if you are late picking up unless other arrangements have been made. The maximum time allowed is 30 minutes.
- **Children unclaimed after closing time:** If, after site personnel have exhausted all known means to locate you or a responsible party to come for your child, and no one can be located after half an hour after the program's closing time, Child Protective Services (CPS) will be called for assistance. CPS will call law enforcement. If a child needs to be taken into protective custody and removed from the center, only a peace officer can do that. The officer may turn the child over to CPS for further action. Please help us avoid this action.

GENERAL INFORMATION

Visitors and parents are welcome at any time.

The California State Department of Social Services requires all licensed preschools to notify parents of the Department's right to inspect and audit child(ren) or facility records without prior consent, and to interview or observe the physical condition of the child(ren), and to have a licensed medical professional physically examine child(ren). However, you and your child should be aware that no child can be required to submit to questioning or an examination.

TERMINATION AND WITHDRAWAL

Your child's enrollment may be terminated at any time, with or without cause, at the sole discretion of Precious Preschool.

This agreement is terminated when your child withdraws from school and all fees have been paid. One month's written notice is required for your intention to withdraw your child to allow us to open and fill your space. All payments are **NON-REFUNDABLE** except as discussed in Section B under Payment Options. Precious Preschool may terminate this agreement if tuition is not paid or if the school feels our program does not meet the needs of the child or parent, which determination shall be made at the sole discretion of the school's staff.

ARBITRATION

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration administered by JAMS Endispute and judgment on the award entered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The place of arbitration shall be San Jose, California. This contract shall be governed by the laws of the state of California. The prevailing party shall be entitled to an award of reasonable attorney fees.

ILLNESS AND ABSENCE

We hope to have as little illness as possible. Please do not send your child to school with a cough, cold, fever, etc. If we feel your child is ill, we will contact the parent or guardian listed on our emergency forms. If we cannot contact parent(s) or guardians we will then attempt to contact adults who are authorized to pick up your child from school. Until an appropriate adult can pick up your child, he/she will remain in the office. In the event a child contracts a communicable disease, such as chicken pox, an exposure notice will go home. No deductions or refunds will be made for absences. When your child is absent from school, please inform the office as soon as possible.

In order to exchange school information, may we give out your phone number to other Precious parents? yes no
 May we use/release your child's photograph for our website, advertising, etc. purposes? yes no

How did you hear about Precious originally? (Check all that apply)

- Bay Area Parent Magazines (print) Bay Area Parent Online Yellowpages.com
- Google search engine Other search engine (which ones?) _____
- Other website resources (please list): _____
- Parent/Friend Referral (Name): _____
- OTHER (Please explain) _____

Did you visit the school website for your research or additional information about the school? yes no

Was the school's website helpful to you in helping you decide to enroll? yes no

ACCEPTANCE OF TERMS AND CONDITIONS

I understand that all registration fees and tuition payments are non-refundable and that **December and June are FULL TUITION PAYMENTS**. I understand also one month's written notification is required when my child withdraws from school and that this agreement will remain in effect until all fees have been paid.

As a condition to enrollment and admission into the Precious Preschool, the undersigned parent/legal guardian of the enrolled and admitted child(ren) hereby represents and warrants that (s)he: (i) is the parent or legal guardian of such child(ren) and, in this capacity, lawfully enters into this Admission Agreement & School Policies on such child(ren)'s behalf; (ii) is aware that there are certain inherent risks associated with the operation of the Precious Preschool (despite its efforts to avoid or mitigate such risks), including, but not limited to, those arising from the dropping-off and picking-up of such child(ren), the driving conditions and the behavior of the drivers within the school parking lot and around the school facilities, the usage of the school playground, play structures, and all toys, and the possibility of such child(ren)'s exposure to an illness or other communicable disease, and, assumes all such risk both known and unknown, including those that may arise out of the negligence of persons not affiliated with the Precious Preschool; and, (iii) releases and holds harmless the Precious Preschool, its officers, employees, affiliates, agents, representatives and other persons acting on its behalf, from and against any and all claims, injuries, liabilities or damages, whether caused directly or indirectly, arising out of, or relating to, the operation of the Precious Preschool and such child(ren)'s participation therein, for herself/himself and such child(ren) and their respective heirs, assigns, legal representatives or other successor-in-interests.

I have read and understand the foregoing Admission Agreement and School Policies and I agree to be bound by all terms and conditions stated therein. I further agree that this Admission Agreement and School Policies contains the complete agreement between myself and Precious Preschool and that there are no previous understandings or agreements not contained in this Admission Agreement and School Policies. Policies may not be modified except in writing, signed by Mrs. Shahana Shah.

Parent's Signature

Date

Parent's Name (Please Print)

Director's Signature

Date