



# Sunshine School

## PRESCHOOL ADMISSIONS AGREEMENT

This agreement is between Sunshine School and \_\_\_\_\_ (parent or guardian's name) for the care of \_\_\_\_\_ (child's name).

### SCHEDULE

Our Preschool Program cares for children ages 2 months to 1<sup>st</sup> grade. Our school is open from Monday to Friday 8:30AM to 6:00PM. The School is closed in observation of these holidays:

- |                  |                                |
|------------------|--------------------------------|
| President Day    | Labor Day                      |
| Memorial Day     | Thanksgiving (2 Days)          |
| Independence Day | Christmas through the New Year |

### PAYMENT PROVISIONS

- Services:** The parent or guardian agrees that s/he is contracting for the services, which are check marked below and will pay the stipulated rate. We provide Morning Snack and Afternoon Snack for our full day program. Parents must provide a daily lunch for the children. Snacks are provided as part of the basic service. There is no deduction in your tuition if you choose not to partake of the meals. Optional Services can be paid directly to the instructors or providers. A 5% discount is given to full time (5 days a week), full pay clients who have more than one child enrolled at Sunshine Schools.

#### Basic Services – Care and Supervision

DAYS:

( ) M, T, W, TH, F    Time \_\_\_\_\_ - \_\_\_\_\_  
 ( ) \_\_\_\_\_    Time \_\_\_\_\_ - \_\_\_\_\_

RATE:

\$ \_\_\_\_\_ per Month/Week  
 \$ \_\_\_\_\_ per Month/Week

#### Available Optional Services

SERVICES:

- ( ) Art Lesson  
 ( ) Hip Hop Dance Lesson  
 ( ) Ballet & Tap Lesson  
 ( ) Soccer Lesson

RATE:

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

- Due Date:** Fees are payable monthly and are due by the 1st day of the month for that month, delinquent after the 7th day. There is a 10% late charge for payment received after the 7th day of the month and 20% late charge for payments received after the 14<sup>th</sup> day.
- Method of Payment:** Unless otherwise expressly provided in this Agreement, any payment to be made by Parent to Center under this Agreement or otherwise may be made by cash, or by check or money order made payable to Sunshine School. There is a \$25.00 fee for any return check. Should this occur more than once, future payments must be made in cash or money order. All payments must be made directly to the Director at the Center address.
- Late Pick-up Penalty:** Each day a child is picked up at the Center later than the scheduled pick-up time for such day, Parent shall be assessed a fine of \$1.00 per minute for each minute after such time (Late Pick-up Fee). Parent shall pay that fee on the day of the late pick-up.
- Absence Policy:** Parent shall pay in full to the Center the monthly Fee for the child enrolled regardless of whether the child is absent for any reason, including but not limited to illness or vacation. Parent shall notify the Center if child is absent. Parent shall provide the Center with one week notice if child is to be absent for vacation or other planned absence.

## **MODIFICATION CONDITIONS**

- **General:** Parent understands and acknowledges that, under California law, Center may modify this agreement whenever circumstances covered in this agreement change, provided that any such modification shall be in writing and shall be signed and dated by Parent and Center.
- **Full fee Families:** Parent shall be given 30 days prior written notice for any basic rate change.
- **Subsidized families:** Rate changes for subsidized families are government prescribed and the effective date is the date the new rate is prescribed. No prior notice is necessary.
- **Additional charges:** Additional charges may be levied for field trips or in instances where increase in number of staff needed results in increased cost to Center.
- **Refund conditions:** Refunds will be given only if Center terminates Child's enrollment.

## **RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN**

Parent understands and acknowledges that Center is a licensed childcare center and that, under California law, the California department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed child care center, to inspect and audit children's records, to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examination of children. (Community Care Licensing)

## **WITHDRAWAL BY PARENT**

Parent may withdraw Child from Center's program any time provided Parent gives 30 days prior written notice of intent to withdraw. Failure to give 30 days notice shall result in charges for the month of care in lieu of notice. If student withdraws with intention to return, s/he needs to pay two weeks tuition to secure enrollment space. This amount is the minimum the school needs to operate without enrolling a new student from our long waiting list. It is non-refundable and does not apply to future tuition payment.

## **TERMINATION CONDITIONS:**

**Immediate:** Center may terminate Child's enrollment in Center's program effective immediately upon written notice to Parent of such termination if any of the following conditions arise:

1. In the sole judgment of the Center Director, Child's behavior threatens the physical or mental health or well-being of one or more of the other children at the Center;
2. Parent is hostile, uses profane language, is verbally or physically abusive or threatening to staff or clients of the facility;
3. Any payment owed by Parent to Center is not paid within one month after such payment is due;
4. Child is picked up late more than three (3) times during any month;
5. Parent fails to pick up child promptly when notified child is ill;
6. Non-cooperation of Parent. Parent refuses to comply with agreed upon plan of action relating to child's behavior.

**Two weeks notice:** Center may terminate Child's enrollment in center's program effective upon two week written notice to Parent if any of the following conditions arise:

1. Any of the conditions listed under Section above, provided that Center has not exercised its right to terminate Child's enrollment immediately;
2. In the sole judgment of Center's Director, Center's program does not meet the developmental or special needs of the child;
3. Parent fails to provide items for child that Parent is required to provide under terms of this agreement or the Family Handbook; or
4. Center terminates Center program.

## **PARENTS' ADDITIONAL REPOSIBILITIES AND OBLIGATIONS**

1. **Be Informed:** Parent shall complete information on the forms listed below and certify that s/he has read and agrees to abide by all provisions in the Parent Handbook. Parent agrees to notify Center immediately of any changes in information on forms listed below:
  - a) Personal and Parents Rights
  - b) Child's Pre-Admission Health History Parent's Report
  - c) Identification and Emergency Information
  - d) Consent for Medical Treatment Form
  - e) Admission Agreement

- f) Immunization Requirement
- g) Physical Examination Requirements/TB Test Requirement

2. **Release of Child:** Parent will provide a list of individuals authorized to pick up child from Center. Parent agrees to notify Center in advance, in writing, each day that anyone other than parent or one of Parent's authorized representatives will pick up the child. Individuals other than Parent will be asked for identification.
3. **Sign in:** Parent agrees that each day Parent shall not leave child at Center until Parent or Parent's authorized representative has made personal contact with a member of the staff and signed Child into the Center program. When signing in, you must use full legal signature and shall record the time of day.
4. **Sign out:** Parent agrees that each day Parent or Parent's authorized representative shall not remove child until Parent has sign Child out and notified teacher of departure. When signing out, you must use full legal signature and shall record the time of day.
5. **Change in address or telephone number:** Parent agrees to notify Center of any change in address or telephone number of Family or of any emergency contacts.

**DESTRUCTION OF CENTER FACILITY**

If at any time during the term of this Agreement, the Center's facility is damaged or destroyed to such an extent under the sole discretion of the Center Director, that continued use would be hazardous to the safety and well-being of the children, the Center may elect to suspend this agreement, including its obligation to provide services and the Parent's obligation to pay for such services, until Center locates another facility that Center deems comparable in which to resume Center program.

**TERM**

This agreement shall be in effect until Child is withdrawn from Center unless terminated sooner in accordance with the provisions of this agreement

**ASSUMPTION OF RISKS**

The undersigned parent acknowledges that he/she has reviewed the child care program and has examined the premises in which the program is being conducted, understands the program includes campus field trips and consents to the named children participating in the program and using these facilities.

**GOVERNING LAW**

This agreement shall be governed by and interpreted in accordance with the laws of the State of California.

PARENT(S):

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian

CENTER:

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized representative  
 Sunshine School

=====

**QUICK SURVEY**

1. How did you hear about Sunshine School?

( ) Advertisement \_\_\_\_\_ ( ) Word of Mouth ( ) Others \_\_\_\_\_

2. Did someone refer or recommend us? May we have a name so we may thank them?

\_\_\_\_\_ From which location? B. E. S. T. V.