



# ABC Preschool & Daycare

LIC. 013421345 & 013421346

## ADMISSION AGREEMENT

This agreement is made by and between \_\_\_\_\_  
(Please print Parent / Guardian's Name) (hereinafter referred as "Parent (s)") and ABC Preschool and Daycare.

Initial:

\_\_\_\_\_ **1. Enrollment**

Parent(s) hereby enroll (student name) \_\_\_\_\_ (D.O.B.) \_\_\_\_\_ in ABC Preschool and Daycare.

\_\_\_\_\_ **2. Basic Services Offered**

ABC Preschool and Daycare offers a toddler, preschool and pre-k program; and an after school program for TKs and Kindergarteners.

\_\_\_\_\_ **4. Optional Services Offered**

ABC Preschool and Daycare offers no optional services.

\_\_\_\_\_ **5. Payment Provisions**

Parent(s) agree to pay the monthly tuition regardless of the child's attendance. There will be no vacation credit or credit for vacation time off.

**Tuition Fee Schedule:**

Full day: 7:00 am - 6:00 pm

Half days: 8:30 am - 12:30 pm / 1:00pm - 5:00pm

<b>TODDLER: (age of 2 - 3)</b>	<b>5 Full Days</b>	<b>4 Full Days</b>	<b>3 Full Days</b>	<b>2 Full Days</b>
7:00 am - 6:00 pm	\$1195.00	\$1055.00	\$885.00	\$755.00
	<b>5 (1/2) Days</b>	<b>4 (1/2) Days</b>	<b>3 (1/2) Days</b>	<b>2 (1/2) Days</b>
8:30 am - 12:30 pm	\$1005.00	\$910.00	\$775.00	\$600.00
<b>Pre-Kindergarten: (age of 3 - 5)</b>	<b>5 Full Days</b>	<b>4 Full Days</b>	<b>3 Full Days</b>	<b>2 Full Days</b>
7:00 am - 6:00 pm	\$1125.00	\$1012.00	\$864.00	\$697.00
	<b>5 (1/2) Days</b>	<b>4 (1/2) Days</b>	<b>3 (1/2) Days</b>	<b>2 (1/2) Days</b>
8:30 am - 12:30 pm	\$940.00	\$844.00	\$708.00	\$572.00
School-age	<b>Sep-June (5 Days)</b>	<b>Sep-June (4 Days)</b>	<b>Sep-June (3 Days)</b>	<b>July-Aug (summer)</b>
Kindergarten	\$700.00	\$744.00	\$714.00	\$1195.00
*** \$45 Sibling discount per month on a full month enrollment.				
*** Tuition due the 1 <sup>st</sup> of every month.				
*** Drop-in is \$80 per day based on daily availability, \$50 per half day.				



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## 6. Late Pick Up Fees

Parent(s) agree to pay a late fee of \$1.00 for every minute after 12:30 pm, 5:00pm or 6:00 pm (which ever pertains to your agreement). This late fee must be paid when the child is picked up.

7. Parent(s) agree and promise to follow all of the registration and tuition policies, terms and conditions of ABC Preschool and Daycare.

## 8. Refund Policy

A non-refundable \$60.00 enrollment fee per student **plus** a refundable deposit of \$160.00 are due to hold a place for your child. The deposit of \$160.00 shall be applied to the final month upon 30 days notice received or will be forfeited. Paid monthly tuition is non-refundable even if the student leaves at the beginning of the month.

## 9. Modification Conditions

ABC Preschool and Daycare reserves the right to change tuition at any time. A written notice of any rate change will be available 30 (thirty) calendar days prior to the effective date of change.

## 10. Parent(s) Liability

Parent(s) understand that their obligation to pay all fees, including tuition is unconditional and that no portion of the fees paid or outstanding will be refunded in the event of absence, withdrawal or dismissal from ABC Preschool and Daycare. Parent(s) must provide a 30 (thirty) day written notice to withdraw their child from the program or to reduce the child's scheduled days of enrollment. If the notice is less than 30 (thirty) days, parents are obligated to pay the full month of tuition.

## 11. Sign-In, Sign-Out Policy

Parent(s) understand that they must sign their child in and out each day and ABC Preschool and Daycare is not responsible for my child until he/she is signed in or after he/she is signed out.

## 12. Late Charge and Collection Costs

A late charge of \$50.00 (fifty dollars) will be assessed if tuition payment is not received by the fifth of every month. If tuition arrears more than 7 (seven) days, tuition is subject to a finance charge of 10% per month on the unpaid balance in addition to the \$50.00 (fifty dollars) late charge. A \$30.00 (thirty dollars) fee will be assessed for returned checks. If collection or legal action is instituted on this contract, parent(s) agree to pay all costs and disbursements including all attorney and legal fees incurred to collect and enforce this indebtedness. Any litigation or civil action concerning this agreement shall be venue in a court of competent jurisdiction in the County of Alameda.

## 13. Right of the Licensing Agency

The Department or Licensing Agency shall have the authority to interview children or staff, inspect and audit or facility without prior consent. The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relation to the operation of the childcare center. The Department or Licensing Agency has the authority to observe the physical condition of the child(ren), including conditions that could indicate the abuse, neglect or inappropriate placement.

## 14. Grounds for Dismissal

ABC Preschool and Daycare retains the right to dismiss any student for unsatisfactory conduct on campus or off campus. The delinquency of tuition or any other school fees shall also be ground for dismissal.



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ABC Preschool and Daycare retains the right to terminate enrollment if the student, parent(s), or guardian(s) do not comply with policies, rules or regulation of ABC Preschool and Daycare, specifically including, but not limited to all policies, rules and regulations specified in the ABC Preschool and Daycare Parent/Student Handbook. ABC Preschool and Daycare may also terminate enrollment if the student, parent(s), or guardian(s) fail to cooperate with faculty and administration.

## 15. Photo Permission

I hereby give permission to ABC Preschool and Daycare to use photographs of my child in educational publications and / or promotional materials. The children will not be identified by name in the photographs, although the name of the school might be mentioned.

Please sign below and then initial each use for which you give your permission.

My child's photo may be used for the following publications: **(Please initial)**

\_\_\_\_\_ An organizational newsletter and class projects to potential fundraiser

\_\_\_\_\_ The ABC Preschool and Daycare website, [www.abcpd.com](http://www.abcpd.com)

\_\_\_\_\_ I do NOT give my permission. Please do not use my child's photo in any publications which are to be shared outside of the school community.

## 16. Permission to Participate In School Activities and Receive Emergency Medical Care

I hereby grant permission for my child to use all play equipment and participate in all school activities.

I hereby grant permission for my child to leave the school premises under the supervision of a ABC Preschool and Daycare's staff member for neighborhood walks.

I hereby grant permission for the Director or the Director's assignee to take whatever steps may be necessary to obtain emergency medical care, if warranted. The steps may include, but not limited to the following:

- a. Attempt to contact the parent or guardian
- b. Attempt to contact the child's physician
- c. Attempt to contact the parent or guardian through any of the persons listed on the emergency information form that has been completed and filed with ABC Preschool and Daycare.
- d. If the school cannot contact the parent, guardian or the child's physician ,ABC Preschool and Daycare may do any of the following:
  1. Call another physician or paramedic
  2. Call an ambulance
  3. Have the child transported to an emergency hospital in the company of a staff member.
- e. Any expensed incurred under Section (d) above will be borne by the child's parent or guardian.
- f. ABC Preschool and Daycare will not be responsible for any conditions that may happen as a result of false information given at the time of enrollment.



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**This Admission Agreement shall be effective as of the signed date below.  
The undersigned acknowledge that they have read the admission agreement,  
understood its terms and agree to be bound thereby.**

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee / Director

\_\_\_\_\_  
Date