

ADMISSIONS AGREEMENT

Growing Tree Preschool
1850 W Valley Blvd
Alhambra, CA 97803
(626)-284-8889
License 198017329

Hours of Operation: Monday through Friday, 7:30 a.m. to 6:30 p.m.

School Hours, Programs and Costs:

The following schedule is currently applicable and subject to change.

Please indicate the schedule your child will be attending.

Non-refundable registration for each of the following programs **\$150.00**

FULL DAYS (7:00 A.M. – 6:30 P.M.)

___ 5 Full Days (Not need Potty Trained)	\$8.00
___ 5 Full Days (Need Potty Trained)	\$880.00
___ 3 Full Days (specify days)_____	\$700.00
___ 2 Full Days (specify days)_____	\$580.00
___ Daily Rate	\$100.00
___ Hourly Rate	\$30.00

HALF DAY: (7:00 A.M. – 1:00 P.M. OR 1:00 P.M. – 6:30 P.M.)

___ 5 Days	\$750.00
___ 3 Days (Monday, Wednesday, Friday) other:_____	\$580.00
___ 2 Days (Tuesday, Thursday) other:_____	\$530.00

Half Day tuition is calculated as an annual tuition divided into 9½ equal monthly payments.

TUITION DISCOUNTS

___ SECOND CHILD OR THIRD CHILD	\$20off
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PLEASE READ THE FOLLOWING AGREEMENT

_____ I agree that my child will attend Growing Tree Preschool on the following days and times. I understand that I am charged for my child's schedule regardless of attendance. Children must arrive by 9:00am for preschool.

_____ TUITION PAYMENTS: Tuition is due on or before the 1st of the month. All payments can be mailed to or paid in the preschool office. **FEES MUST BE PAID IN ADVANCE. PAYMENTS RECEIVED AFTER THE 1ST OF THE MONTH MUST INCLUDE A \$10.00 LATE FEE CHARGE.** After the TENTH (5TH), the fee is \$10.00 plus 10% of the tuition due. **TUITION RATES DO NOT ALLOW CREDIT/REFUNDS FOR ILLNESS, VACATIONS, TERMINATION, OR SCHEDULED HOLIDAYS.**

_____ FEE CHANGE: There will be a 30 days of notice to parents before the rate change of the tuition.

_____ CHECKS: Checks and money orders should be made payable to: **Growing Tree Preschool. Return Check:** There is a \$25.00 fee when checks are returned from the bank without payment. *Bounced check: \$25 plus late charge.

_____ There is an annual \$150.00 nonrefundable registration fee. Registration guarantees a position from the date of enrollment until the end of the school year unless care is terminated by the Growing Tree Preschool.

_____ DISCOUNTS: Discount is also given for a second or third child enrolled at Growing Tree Preschool during the same school year.

_____ Sign-in/Sign -out: Children must be brought to the door to be checked into their room and parents must sign them in and out when leaving.

_____ HOLIDAYS: The center will be closed on the following holidays: New Year's Day, Martin Luther King's Day, President's Days , Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, Holidays that fall on a weekend will be observed on a weekday. No refund or credit will be made for the legal holidays.

_____ TRANSPORTATION: There will be no transport services provided from the center and staff.

_____ PHOTO DISCLAIMER: Growing Tree Preschool reserves the right to photograph the facility, activities and program participants for potential future use in advertising brochures, web pages or educational/project events

_____ LUNCHES AND SNACKS:

Candy is not allowed at school. We provide lunch, morning snack and an afternoon snack, as well as 2% low-fat milk for snacks and lunch. If your child requires a special drink , snacks or lunch, it is the responsibility of the parent to provide the school with that drink.

_____ ADULT WHO CALLS FOR A CHILD: If someone else is to call for your child, be sure to give complete details to the director and your child's teacher. **Children will only be released to a person with a picture identification card who has permission to take the child from the facility.** Children will not be released to a stranger.

_____ WITHDRAWAL FROM THE PROGRAM: **A two week written notice must be given** prior to the withdrawal of a child from the program. **If a child is withdrawn without notice, you will be billed for two weeks of tuition cost.**

_____ There will be a late charge assessment if child is not picked up according to school hour accordance with following : **The first five minutes is \$5.00 after 12:30p.m. or 6:30 p.m., and \$1.50 for every minute thereafter.**

_____ Absence: Full tuition is due and payable even if the child is only attending one day of the 2-week period.

_____ The Preschool runs on an annual budget based on an annual tuition rate that is broken into monthly payments. There is no credit can be given for absences or vacations.

_____ LICENSING AGENCY: Department of Social Services (Licensing Agency) has the authority to inspect the facility and interview children in care, modification conditions at any time.

_____ EMERGENCY CONTACT OF ILLNESS: If a child becomes ill while in attendance (fever 100 or above, vomiting, repeated diarrhea, develops a rash, symptoms of pink eye, ear ache, extreme congestion, etc) In the case of illness where the child needs medical care but it is not life threatening, attempts will be made to reach the parent(s) and the emergency contact person. If contacts cannot be reached and more advanced care is needed, the Physician or Dentist will be called from the child's emergency information form. In the case of a life threatening emergency, 911 will be called and, if they deem it necessary, they will transport the child to the nearest hospital. All fees incurred will be the responsible by the parents.

*For Health Policy, Please Refer to Parent Handbook Page 6-7.

_____ SUSPENDED CARE: Children will be suspended from care if we are unable to control their behavior. Failure to obey rules, severe misbehavior, swearing, disrespectful or abusive behavior towards children or adults will result in the Childs suspension from the center. When a problem arises, parents will be contacted for a conference. If the problem continues, they will be suspended for one day. Continued problems will result in additional suspension from the center or termination of care. There is no protocol for punishment and it is at the discretion of the center director which punishment should be recommended for the Childs offense. 5 days of notice will be given for termination.

*For Discipline Policy, Please refer to Parent Handbook Page 8

_____ ADMISSION POLICY: Growing Tree Preschool admits students of any race, color, sex, disability, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, disability, national or ethnic origin in administration of its educational policies, admissions policies and other school-administered programs. Admission is on a first come, first served basis. A waiting list will be maintained.

_____ PARENT HANDBOOK: Parents have received and understand contents of the hand book. Parents agree to follow and the policies outlined in Parent Handbook. Parents understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the School. The Parent Handbook is not an enrollment contract.

*Please note: The staff at Growing Tree Preschool is not trained to handle non-ambulatory children. Please understand that we will not accept any non-ambulatory children.

I agree to these terms and conditions.

Signature of Parent/Guardian

Date

Parent/Legal Guardian's Agreement

I hereby give my consent to have my child treated by a physician for medical or surgical care should an emergency arise. I understand that every effort will be made to contact me or the person listed above before such action is taken.

I agree to pay the tuition for the time my child is enrolled. I understand that I may withdraw my child at any time by notifying the school one week in advance.

Signature of Parent/Guardian

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