



## Admission Agreement 2018-2019

### Outdoor Preschool Program for 4-5 year olds

#### **POLICY & PROCEDURES:**

Your child will be enrolled in a two-day a week program, running each Tuesday & Thursday from 9:00 a.m. to 2:00 p.m. The first day of outdoor school commences on September 11, 2018 and the last day will be June 6, 2019.

Included in the tuition are two paid sick days per year for the teacher, Wendolyn Bird, and two sick days for the assistant. If a suitable substitute cannot be found for Wendolyn Bird or the assistant during illness, class will be cancelled. You will be notified as soon as possible if this is the case. We will, however, make all efforts to avoid class cancellations.

#### **PAYMENT PROVISIONS:**

Tuition: \$6,250

A non-refundable one-time application fee of \$80 must accompany each prospective student's application.

In order to secure your spot in the program, at time of sign up, the first month's tuition (\$625) and last month's tuition (\$625), plus an administrative and materials fee (\$394) and all signed paperwork are due.

The remaining tuition for the school year begins September 1, 2018 and ends April 1, 2019.

All fees are to be paid through Curacubby's automatic and secure services. You will receive instructions on how to enroll in this payment service.

**ADDITIONAL FEES:**

A service charge of \$40 is levied upon payment rejection from automatic payment system.

A 30-day written notification shall be given regarding any changes in rates or conditions, as well as schedule changes.

There will be a late fee for ongoing tardiness at pickup time after the first 15 minutes in the amount of \$5.00/each five minutes, and is to be paid at the time of the late pickup.

**Please note:** Unavoidable tardiness with notification will always be taken into account with no charge. Tender Tracks should be notified if late pickup is anticipated or an emergency arises. Please call the school's phone at (650) 248-0426.

**TERMINATION OF AGREEMENT:**

This agreement is terminated when the child leaves the program and all fees have been paid. If parents choose to withdraw their child from the program, for any reason, the full tuition for the entire year is still due and payable until/unless a suitable replacement is made.

The school may TERMINATE this agreement if it becomes evident that the program is not a good match for the student and/or family. Tuition will be due for the month post termination as well as the month of dismissal.

**OTHER STIPULATIONS:**

Parents are responsible for the continual updating of information in all appropriate enrollment forms. All enrollment forms are to be satisfactorily completed and submitted before the advent of attendance.

By enrolling your child in this program, **one parent is required** to attend the Back to School Parent-Teacher Night. Please check the calendar in your Parent Handbook as well as the website calendar for the dates and times.

CHILD'S FULL NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

PERSON(S) RESPONSIBLE for PAYMENT: \_\_\_\_\_

I have read and agree to the policies and procedures provided in this admission agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date