

MY Preschool, Inc.

1472 Saratoga Ave., Saratoga, CA 95070, 408-376-0385

www.my-preschool.com

Admission Agreement

Hours of Operation - 7:00 AM to 6 PM

Hours of Care - 9 ½ hours per day

Your child's hours will be _____ to _____

It can be distressing for children to be at school from 7AM to 6PM; they can become tired and cranky. We recommend you come for children after 9 ½ hours.

Late pick-up

(after 6:00PM) will result in a late fee of \$2.00 per minute. This will be paid directly to the teacher on duty at the time of pick-up

Basic Rate: See tuition rate schedule

Monthly Fee is: \$ _____

Optional Hot Lunch Fee is: \$ _____

Rate Changes

A tuition increase of approximately 10% will be applied on a per annum basis

Registration Fee

A one time, non-refundable registration fee of \$100, and half the tuition for one month is payable at the time this agreement is signed and returned. The second half of the payment is due on the child's first day of school.

Frequency of Payments

Payment is due during the first five days of each month. A late charge of \$15 is applied for any late payment. A charge of \$15 will be added to your account for each check returned by your bank.

Illness

There will be no refund for absence due to illness. In case of a protracted illness, two weeks tuition will be charged to maintain attendance. Children who are sick should not attend school for 24 hours after symptoms have ceased. Children should remain home until they feel well enough to participate in normal social activities.

The undersigned agrees to release and hold harmless, the school, its agents, officers and employees for all damages or liabilities for injuries to my child which are not the result of gross negligence by the School, its agents, officers and employees.

Parent's initials: _____

I have read and understand the Admissions Agreement Policy and tuition rate schedule on MY Preschool, Inc.

Parent's Signature: _____

Date: _____

Name (please print): _____

Address: _____

Director's Signature: _____

Date: _____

Transfers

Children will advance to the next grade based on their physical, emotional and intellectual achievement. A child's age in one of many factors that will be considered in determining their readiness. The staff at the school will notify the parents when their child is ready to move to the next grade.

Children must be potty trained before they can join Preschool Program.

Withdrawal

In case of withdrawal, Four weeks written notice is required. Payment in full is due at the time the notice is given. The tuition for children enrolled in the Pre-K classes will include the full month of August before leaving for Kindergarten.

No-Discrimination Policy

MY Preschool, Inc. does not discriminate based on race, religion or national origin. We try to accommodate children with special needs whenever possible.

Termination

My Preschool, Inc. reserves the right to terminate the contract if:

- We are unable to meet the needs of child/children
- Excessive late pick-up
- More than three checks returned from the bank
- Non-compliance with the hours of care in the contract

Dept of Social Services- Community Care Licensing Division

Please be advised : The Department has the authority to interview children or staff and to inspect and audit child or child care center records without prior consent.

**** Parent's permission for application of antibiotics cream for First AID purposes**

Signature: _____