

SUNSHINE PLAYSCHOOL ADMISSION AGREEMENT

As your child's preschool/day-care provider, we agree to:

Provide a full curriculum of stimulating things for your child(ren) to do while in our care, as outlined in the daily schedule.

Ensure a safe environment.

Keep you up to date on your child's activity and growth.

Work with you in planning for your child(ren)'s future education.

As Parent(s), I (we) agree to:

Let you know when my child will not attend.

Let you know if my child will be picked up by someone other than the parent(s) signing this form below.

Work with the school to be sure you have the supplies, information and equipment necessary to meet my child's individual needs.

Provide work, home and emergency numbers.

Give you consent to provide first aid and acquire medical attention for my child as needed.

Pay my fees in accordance with this contract as outlined below.

Abide by the policies and procedures as outlined in this contract and in the parent handbook.

Child care will begin on a one month trial period. Parent or provider may terminate child care services during the trial period with a 24 hour notice. Payment of one month in advance is required to begin child care services or to hold a space. If care is terminated by either party the unused payment will be prorated and returned.

The starting date of child care services will be _____.

TUITION AND CHARGES

We are a year round school from August 17th, 2021 to July 22nd, 2022.

Full time yearly tuition is \$18,000 and is divided evenly over twelve months. Each monthly tuition payment is \$1500.00. Monthly payments already take closures, holidays, and breaks into account and are not adjusted further.

Part-time (3) days a week yearly tuition is \$14,400 and is divided evenly over twelve months. Each monthly tuition payment is \$1200.00. Monthly payments already take closures, holidays, and breaks into account and are not adjusted further.

Part-time (2) days a week yearly tuition is \$10,800 and is divided evenly over twelve months. Each monthly tuition payment is \$900.00. Monthly payments already take closures, holidays, and breaks into account and are not adjusted further.

A non refundable registration fee of \$75.00 is required upon registration along with the first month's tuition.

There are two options for tuition payment. You can pay monthly or bimonthly. If you choose monthly your tuition is due on the first of every month. If you pay bimonthly then ½ of your tuition is due on the first and the other half is due on the fifteenth. A late charge of \$10.00 will be charged for payments made more than 5 days late. Payment is due bimonthly/monthly (circle one).

A late charge of \$5.00 for every ten minutes you arrive after your contracted time will be charged. The occasional unexpected and un-preventable lateness will not be charged.

Sunshine Playschool reserves the right to increase fees as it deems necessary and reasonable. If fees do need to be increased you will be given 30 day notice prior to any changes.

HOLIDAYS AND CLOSURES

Sunshine Playschool is closed on the following holidays and will be paid in full, with no exceptions:

- *New Years Day
- *Martin Luther King Jr. Day
- *President's Day
- *Memorial Day
- *Juneteenth
- *Independence Day
- *Labor Day
- *Veterans Day
- *Thanksgiving Day
- *Christmas Day

Sunshine Playschool will also be closed for one week in the fall and spring, two weeks in winter, and three weeks in summer. Our holidays and closures broadly follow the West Contra Costa Unified School District schedule. The full calendar will be posted in the classroom. Vacation/closure weeks are paid weeks off and monthly tuition will remain the same as months with no closures.

Days the parents choose to keep the child home are to be paid.

Additional closures may be necessary due to health and safety concerns, not limited to air quality from wildfire smoke and public health directives. We will provide notice of closures as soon as possible but it is always a good idea to have back up child care planned in advance. Makeup days for closures will not be scheduled and tuition is not refunded.

ATTENDANCE

Payment for child care services will start at the time contracted for and cannot be adjusted for late arrival or early pickup.

For those on a part-time schedule, no make-up days or hours are allowed. If space is available, extra child care services may be arranged for with an additional fee.

ILLNESS

Any child who has a contagious illness can not come to school -please refer to the parent handbook for symptoms and complete illness policy.

Parents will notify the provider when the child is not attending due to illness.

A 50% discount is allowed during the second and subsequent weeks of illness when a doctor's note is provided.

If a child becomes ill or is injured at school and requires a doctor or dentist's attention, we will do our best to contact you or your emergency contacts. In the event we cannot reach you, we will contact the physician listed on your child's emergency form. If we cannot reach you or any of your listed contacts, or it is a life-threatening situation, we will call 911 for emergency assistance.

The parent or legal guardian is responsible for any and all costs incurred for medical care, and or transportation provided during the medical emergency.

Scratches and scrapes are inevitable when children play. These injuries will be treated with antiseptic and a band-aid. With anything more serious the teacher will inform you at once.

MEALS

Each child should bring healthy snacks and lunch to school. Please do not bring candy or gum.

DISCIPLINE

We never use corporal punishment or other humiliating or frightening techniques at our school. Discipline consists of redirection and gentle but firm limit setting. When appropriate, the staff will talk to the child about why the action occurred and what would be a more appropriate behavior.

TERMINATION

The provider may terminate a child's enrollment effective immediately if the child's behavior threatens the physical or emotional well being of one or more of the other children at the school.

The provider may terminate a child's enrollment effective immediately if the parent is verbally or physically abusive, or threatening to anyone at the school.

Child care services shall be terminated if payment (including late charges) is not received within two weeks after payment is due.

We understand that not every program is a good fit for every child. If we feel we are having trouble meeting your child's needs while also serving the needs of the other children we will meet with you to discuss concerns and formulate a plan. Ultimately however, we reserve the right to terminate enrollment based on these kinds of concerns.

Otherwise, two weeks notice is required for termination for child care by either party. If a parent does not wish to give proper notice of termination, then two weeks' rates must be paid in full.

RIGHTS OF LICENSING AGENCY

Licensing agency rights state code 101200 B and C state that, "The Department of Social Services or Licensing Agency shall have the authority to interview children or staff without proper consent.. The licensee shall ensure that provisions are made for private interview with any children or staff members. The Department has the authority to inspect, audit, and copy child or child center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d)."

PARENTS

We have an open door policy. Parents are welcome to come by anytime during school hours to check on the child care that is provided. However, please be mindful of the schedule and the difficulties that can sometimes arise with parent visits. Also be aware that teachers are busy teaching/caring for all the children and will not be able to have an impromptu conference. To schedule a conference please leave a message or note with the director.

The family is a very important part of the educational process. Communication is key to our partnership in caring for your child. We feel it is very important that we are able to discuss any problems that might come up. We want you and your child to feel comfortable and happy in our school

Special Instructions: _____

We the undersigned parent's of _____, hereby give our permission for Sunshine Playschool to provide child care services as stated in the above contract. My signature signifies my agreement to the above terms and conditions.

Director's Signature Date

Parent/Guardian Signature Date

Parent/Guardian Signature Date

*Contract will be reviewed/revised annually.