

St Clare's Preschool
3350 Hopyard Road
Pleasanton, CA 94588
(925) 462-0938
director@stclarespreschool.org
www.stclarespreschool.org

Admission Agreement – beginning 8/11/2020

Child's Name: _____ Date of Birth: _____

Parent's/Guardian's Name(s): _____

Address: _____

Cell Phone Number: _____ Primary email: _____

Primary Person Responsible for Payment: _____

Description of Basic Services

St. Clare's Preschool serves children from age 2 to 5 years old. We are open five days a week, from 7:00am to 6:00pm. The program has a preschool component from 9:00 to 3:15pm, and a before and after care component from 7:00am to 9:00am, and from 3:15pm to 6:00pm. We serve children of all faiths. There is a short, Christian-based Chapel time on Wednesday mornings, and parents can opt out of that component of the program if they wish.

School Schedule & Tuition Fees

I _____ (name) understand that my child is contracted, per this agreement, to be at preschool the following days and times (please check agreed schedule):

- Monday to Friday, Full Day, 7:00 to 6:00pm
- Monday to Friday, Part Day, 9:00 to 3:15pm
- Monday/Wednesday/Friday, Full Day, 7:00 to 6:00pm
- Monday/Wednesday/Friday, Part Day, 9:00 to 3:15pm
- Tuesday/Thursday, Full Day, 7:00 to 6:00pm
- Tuesday/Thursday, Part Day, 9:00 to 3:15pm

I understand that any change to this schedule will be accepted only with a Schedule Change Request form signed by parent and director.

Tuition will be billed and paid monthly. Billing will take place on or before the 1st of each month. Payment is due by the 10th of each month. Tuition payments must be made in the form of a check. We

charge \$35.00 for any returned check. The preschool may run optional enrichment programs; these will be billed and paid for separately.

The fees for each of the school schedules above are set out in the Tuition & Other Fees (2020-2021) document available on our website.

A Year-Round Program

St. Clare's Preschool runs a year-round program. Families can withdraw their children with two weeks' notice any time of the year. They can also request a Schedule Change by filling out the required form; the schedule request must be accepted by the Director to become effective (acceptance will be shown by the Director's signature on the form). If you choose not to attend St. Clare's over the summer period, we cannot guarantee your child's enrollment in the fall. You may, of course, guarantee a fall spot by continuing your enrollment through the summer for our shortest schedule which is Tuesday/Thursday Part Day, even if you choose not to attend over the summer.

Registration Fee

A non-refundable registration fee of \$150.00 is due at the time of registration for enrollment.

Half Month Tuition Deposit

A half month tuition deposit is charged at the time of registration for enrollment. This money is refundable with two weeks' notice of withdrawal from the preschool.

Electronic Security Key Tag

Each family enrolled must have at least one electronic security key tag (refundable deposit of \$40.00 per key). This allows entry into the building between 7:00am and 6:00pm, Monday to Friday. Additional key tags are available for an additional deposit of \$40.00 each.

Annual Supply Fee

Each family will be assessed an annual supply fee of \$150.00, which is payable in September. This fee is prorated for families starting after September.

Family Service Hours

A \$100.00 family service deposit per child, is payable in October. Families are requested to give 5 hours of service per child, per school year for a full refund. Partial refunds will also be given for family service of less than 5 hours. This fee is prorated for families starting after September. If families prefer, they can opt to leave the deposit with the school, and they will not be asked to work any family service hours. We will use the deposit for school maintenance.

Late Pick Up

Pick up after 6:00pm (or pre-announced early school closures) is charged \$2.00 for every minute after. These fees are per child. Part Day scheduled children must be picked up at 3:15pm.

Reporting Absences Due to Illness

If your child is going to be absent, please notify the preschool office. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious, so that we can consider the health of all the children enrolled in the program.

Multiple Child Discount

A tuition discount of 10% will be given to the second and additional children enrolled from the same family during the same school year.

Snacks

Each child is offered a morning and afternoon snack. Snacks consist of at least two items from the four basic food groups. Lunches need to be brought from home each day. Our monthly snack menu is posted in the school hallway.

Holidays and Closure Dates

The preschool is closed for 13 holidays a year. The dates are on the 2020-2021 School Calendar. In addition, the school is closed for 3 teacher work days, dates also on the calendar. The school may also be closed between Christmas and the New Year at the discretion of the Preschool Board. The preschool is open all other weeks of the year.

Signing In & Out

The Sign In/Out book is kept in the preschool lobby. State Licensing Department requires that children must be signed in when brought to school and signed out when picked up. Your signature signifies the legal transfer of the child to the care of the preschool, and back again at the end of the day. Signatures must be your full legal name, no initials please, and the time must be noted. The school can be cited by State Licensing if you do not sign in/out. As a result, the Preschool Board instituted a policy to encourage families to remember to sign in. Our policy is to send reminder emails on the first two occasions, and a reminder email with a \$30 charge will be sent thereafter.

Rest/Nap Time

The Licensing Department requires that each child in our care be given the opportunity to rest, and ideally nap during the school day. Our 2s rest/nap for 2 hours, our 3s for 1.5 hours, and our 4s for 1 hour. We ask that you help with this requirement by getting your children up early enough on a school morning so that they are ready for a nap after lunch. If your child consistently disrupts the quiet environment so that others cannot rest/nap, then we may need to ask you to find a preschool program that does not have a licensing mandated rest/nap period.

The Preschool Day

Our preschool day begins at 9:00. Teachers start their class meeting circle time shortly afterwards. The best start for the children is to be at school by 9:00 so they can be settled in and ready for the morning meeting/circle. If you have not arrived by 9:30 we ask that you say goodbye and drop your child off with the teacher in the Lobby. This teacher will then take your child to class, to minimize disruption and distraction for the class.

Daily Health Inspection

Teachers are required to give children a daily visual inspection to ensure they are well enough to attend school. If your child has been absent due to sickness the inspection may be more extensive, and conducted privately (for example, after a head lice treatment).

Incidental Medical Services

St. Clare's staff will administer medication that is prescribed by a physician, provided medications are in their original container, and the parent completes a medication form (LIC 9221). Certain OTC

medication will be administered, if accompanied by a parent consent form. We will not administer fever reducers at school.

Parent/Guardian Duties

You agree to be truthful with us, to keep us informed of developments in your child’s health and wellbeing, to abide by this agreement, to pay your bills on time, and keep us advised of your current address, telephone numbers and place of work. Finally, you agree to respond quickly to emergency phone calls from us regarding your child’s welfare and health, and arrange for back up persons to be available to pick your child up from school in emergencies, in the event you are not available locally on a regular basis.

Withdrawal from Preschool by Parent/Guardian

Parent/guardian can terminate this agreement by giving two weeks’ notice of withdrawal from preschool. At this time, the tuition deposit (taken at the time of registration) will be applied to the tuition account. Any overpayments of tuition as a result will be refunded to the family. A refund of \$40.00 will be provided for every security key tag returned.

Termination of Agreement by the Preschool

If tuition is not paid according to our payment requirements, then your child may be dropped from the program for non-payment of fees.

All children are accepted and loved in our school. Sometimes our environment may not be a good match for a child or family. If we feel your child is not blossoming, then a conference will be arranged. We will see if we can come to a solution that will help your child. If challenging behavior continues that impacts the wellbeing and safety of children or staff, and the behavior plan is not working out, we reserve the right to ask the parents to find a better fitting environment for their child.

Family Handbook Acknowledgment

I know the Family Handbook for 2020-2021 is available to read on the preschool website (www.stclairespreschool.org), and I agree to abide by the policies and procedures outlined in it.

Please direct any questions about the Handbook or school policies to the Preschool Director. Please let us know if you would like a paper copy of the handbook for your use at home.

Director Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____