

# Admission Agreement – Effective 6/1/2021

## St. Clare's Preschool

3350 Hopyard Road  
Pleasanton, CA 94588

(925) 462-0938

director@stclairespreschool.org

www.stclairespreschool.org

St. Clare's Preschool Tax Identification number: 94-3108531

California Department of Social Services Community Care Licensing Facility #010212344

*Please note: St. Clare's Preschool is currently functioning under COVID-19 Operating Procedures, in compliance with the CDC, County and State Public Health Departments, and Licensing guidelines (whichever is most restrictive, as required). St. Clare's Preschool adheres to all CDC, State, and County COVID mandates, guidelines, and advisories regarding health protocols for children and staff, attendance at preschool, exclusion from preschool, return to school after illness, and return to school following travel. These procedures supersede all regular health and safety procedures. 5/2021*

*Families must sign and return our COVID-19 Health Protocols (separate form) to the preschool before attending.*

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 7:45am to 5:30pm. The program has a preschool component from 9:00am to 3:00pm, and a before and after care component from 7:45am to 9:00am, and from 3:00pm to 5:30pm. 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:

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

- Monday to Friday, Full Day, 7:45am to 5:30pm
- Monday to Friday, Part Day, 9:00am to 3:00pm
- Monday/Wednesday/Friday, Full Day, 7:45am to 5:30pm
- Monday/Wednesday/Friday, Part Day, 9:00am to 3:00pm

- Tuesday/Thursday, Full Day, 7:45 to 5:30pm
- Tuesday/Thursday, Part Day, 9:00am to 3:00pm

I understand that any request for a change of scheduled days or times must be submitted in writing to the Director for approval. Requests will be honored based on availability at the time of the request.

### **Tuition and Fees:**

Tuition is due on the 1<sup>st</sup> of each month and is considered late on the 10<sup>th</sup> of the month. We offer electronic tuition payment through **Tuition Express**. Families are encouraged to make automatic electronic tuition payments from your checking or savings account, or by credit card (credit card payments are subject to an additional processing fee). Tuition will be billed monthly. St. Clare's Preschool will process tuition payments through **Tuition Express** on the 5<sup>th</sup> of every month (or the next business day if the 5<sup>th</sup> falls on a weekend or holiday). In August, prorated tuition for the first month of the new school year will be charged on the first day of school. If you choose not to enroll in Tuition Express, a tuition invoice will be emailed to you and is due upon receipt.

- **A Year-Round Program:** St. Clare's Preschool offers a year-round program. Families may withdraw their children with two weeks' notice any time of the year. If you choose not to attend St. Clare's over the summer period, we cannot guarantee a spot for your child in the fall. You may, of course, guarantee a fall spot by paying through the summer for our shortest schedule which is Tuesday/Thursday Part-Day, even if you are unable, or choose not, to attend over the summer.
- **Registration Fee and Tuition Deposit:** The one-time non-refundable registration fee is \$150.00 per child. The half-month tuition deposit will be collected at registration; this will be refunded when you withdraw from the Preschool with two weeks' notice. The Registration Fee and the half month tuition deposit, and a completed registration form with the director's signature will secure a place for your child.
- **Multiple Child Discount:** A tuition discount of 10% will be given to the second and additional children enrolled from the same family attending during the same school year.
- **Annual Supply Fee:** Each family will be charged an annual supply fee of \$150.00 per child, payable in September. This fee is prorated for families enrolling after September. No refunds will be given for early withdrawal.
- **Family Service Fee (annual):** *(Please note: the Family Service Fee has been suspended for school year 2021-22).* Each family will be charged a \$100 Family Service Deposit per child, payable in October. Families are asked to volunteer for five (5) hours of service per child, per school year. This fee is prorated for families who enroll after October. Alternatively, families can opt out of family service hours and leave the \$100 with the school.

### **Unscheduled Late Pick Up**

*Please note: During COVID-19 Operating Procedures (see separate form), preschool times are as follows:*

- *Part-day schedule: 9:00 AM – 3:00 PM. Part-Day children may arrive between 9:00 and 9:30 AM, and should be picked up between 2:30 and 3:00 PM.*
- *Full-day schedule: 7:45 AM – 5:30 PM. Full-day children may arrive between 7:45 and 8:15 AM, OR between 9:00 and 9:30 AM, and should be picked up between 5:00 and 5:30 PM.*

*Arrival and pick-up times are firm, to allow for appropriate staffing for health screening and escorting children. In order to comply with CA Licensing and Public Health guidelines, operating our preschool during COVID requires additional staffing in all parts of our day. If you need to arrive or pick up your child at a different time because of an appointment on a specific day, please let the director know ahead of time so we can arrange for a staff member to be available.*

*The Preschool Board of Trustees has approved a fee for unscheduled late arrivals, and for pick-ups after your program end time. This charge will be \$10 per child, per five-minutes late. For example, the charge will be \$10*

*for up to five minutes late, \$20 for 6-10 minutes late, \$30 for 11-15 minutes late, and so on. These charges will be added to the next tuition invoice.*

#### **Unscheduled Late Pick Up (non-COVID)**

The Preschool Board of Trustees has approved a fee for pick-ups after your program end time. This charge will be \$10 per child, per five-minutes late. For example, the charge will be \$10 for up to five minutes late, \$20 for 6-10 minutes late, \$30 for 11-15 minutes late, and so on. These charges will be added to the next tuition invoice.

**Food:** *Some students have life-threatening allergies. St. Clare's Preschool is a "nut-free" facility. Please check all processed food items packed in lunches to make sure they are nut-free.*

**Snacks:** Each child is offered a morning and afternoon snack. Snacks consist of items from at least two of the four basic food groups. Our monthly snack menu is distributed to families monthly. Lunches need to be brought from home each day (NO nut ingredients, please).

**Food Safety:** Grapes, cherry tomatoes, hot dogs and carrots are considered choking hazards for young children. We ask that you cut these items into lengthwise quarters when you prepare your children's lunches at home. Popcorn is also a choking hazard and should not be sent to school.

**Holidays and Closure Dates:** The preschool is closed for 19 days per year (9 holidays + 3 teacher workdays + 7 days for Christmas break). The dates are outlined on the 2021-22 School Calendar. The preschool is open all other weeks of the year.

**Signing In and Out:** *Your signature (or permitted electronic signature) signifies the legal transfer of the child to the care of the preschool, and back to you at the end of the day.* State Licensing Department requires that children must be signed in when brought to school and signed out when picked up. Signatures must be **your full legal name, no initials please**, and the time must be noted. The school can be cited and fined by State Licensing if children are not signed in or out.

Beginning in August 2021, we will use the ProCare Parent Engagement App (with QR code or a personal PIN) to sign children into and out of school. If you have forgotten to sign in or out, we will contact you to return to school and check your child in by scanning the QR code. If it happens a second time will send a second reminder email. Thereafter, as well as an email reminder, we will add a \$30 fee to your account for every time your sign-in or sign-out is missing.

**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.

**Health:** *Families must sign and return our COVID-19 Health Protocols (separate form) to the preschool before attending. These additional Health Protocols apply during COVID-19 Operating Procedures. St. Clare's Preschool adheres to all CDC, State, and County COVID mandates, guidelines, and advisories regarding health protocols for children and staff re: attendance at preschool, exclusion from preschool, return to school after illness, and return to school following travel.*

The preschool is required to perform a daily visual health check to ensure children are well enough to attend school. If your child has been absent due to illness, the check may be more extensive, and may be conducted privately (for example, after a head lice treatment).

**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.

**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 will be refunded to the family.

**Termination of Agreement by the Preschool:** If tuition is not paid according to our payment requirements, your child may be dropped from the program for non-payment of fees.

All children are loved and accepted 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.

**Acknowledgment of Family Handbook and COVID-19 Operating Procedures**

Please direct any questions about the Handbook, **COVID-19 Operating Procedures**, **COVID-19 Health Protocols**, 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.

**Please initial the following:**

\_\_\_\_\_ I am aware that the *Family Handbook* for 2021-22 is available to read on the preschool website ([www.stclairespreschool.org](http://www.stclairespreschool.org)), and I agree to abide by all policies and procedures outlined in it.

\_\_\_\_\_ *I have read and agree to abide by the Preschool COVID-19 Operating Procedures while these are in place.*

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_