

Preschool Admission Agreement (3-5 years)

Child:

Date of Birth:

Children's Cottage and authorized rep of child jointly complete this agreement that will be kept in center for review. Basic services are early care & education from birth to entry into first grade. Payer is authorized representative who signs admission agreement. Representative will be given 30 days notice of any rate change. **Preschool Registration** is \$100 and non-refundable. Agreement may be terminated with a 1 month notice. Center may terminate the contract if program is not meeting child's needs with a 1 month notice to the parent. Reasons for dismissal may include the center's determination that the staff's or children's health or safety is threatened by the child or parent.

Rights of licensing Agency (State of California): To enter or inspect the premises without prior notice; Interview children or staff without prior consent; Inspect records; Observe the physical condition of children, including conditions that could indicate abuse, neglect, or inappropriate placement.

A Regular Day is dropping off any time after 8am and picking up any time before 5pm.

5 Days/week Preschool Schedule is \$1450/month Initial here: for 5 Day Schedule

4 Days/week Preschool Schedule is \$1295/month Initial here: for 4 Day Schedule

Optional Early Care 7:30-8:00 is \$100/month. Initial here: for optional Early Care

Optional Late Care 5:00-5:30 is \$100/month. Initial here: for optional Late Care

Monthly tuition is due by the 1st of each month. Payment can be made with smart phone, tablet, or computer by accessing your password protected CareConnect account. Paying by ACH debit from your checking account is free. Checks and cash may also be paid at our school payment box. Paying by credit card incurs a convenience fee of 2.9% plus 35¢. If an account is not paid in full by the 10th of the month a late fee of \$25 will be charged. If account is not paid in full by the end of the month, child may not attend the following month. State regulations require children to be signed in and out while attending. If child is not signed in/out there will be a \$5 fee charged for each occurrence.

Holidays: We close on New Year's Day, ML King Day, President's Day, Memorial Day (Fri & Mon), Independence Day, Labor Day, Thanksgiving (Thu & Fri), and one week for Christmas break. The center will also close two additional days each year for Staff Development. If child is out due to illness, holiday, staff development, disaster (flood, fire, earthquake, pandemic, etc) tuition remains the same.

I agree to pay monthly tuition of \$

Payer Signature:

Date:

Director Signature:

Date: