

# LITTLE SEED CHILD DEVELOPMENT CENTER

630 N RODEO WAY, WALNUT CA 91789 | (909) 551 - 2558 | INFO@LITTLESEEDCHILDCENTER.ORG

## ADMISSION AGREEMENT (Ver 10. Effective June 1st, 2025 )

(policy and fees subject to change, please refer to the latest admission agreement before your child's first day of school)

Welcome to Little Seed Family! Please review, sign and return this form to our school office **before the first day of school, and also keep a copy for yourself.**

I. **SCHOOL HOURS:** 7:00 am – 6:00 pm Monday to Friday.

II. **DROP OFF AND PICK UP TIME:**

Drop Off: **7:00 - 10:00 am** | Appointment: **Before 11:30am** | Pick Up: **3:30 - 6:00 pm** |

Breakfast Serving: **8:00-8:20am**

*(Students will not be admitted for the day after 10:00 am except for doctor appointments or emergencies with notice on Brightwheel)*

III. **TUITION (FULL TIME PROGRAM ONLY):** Tuition is based on each program and includes breakfast & PM snacks, freshly made hot lunches, daily Chinese lessons, curriculum lessons and materials.

IV.

Preschool Program (3-4 yr) (Potty Training Fees)	\$1500 per month \$100 per month
Older Toddler Program (2-3 yr) (Potty Training Fees included)	\$1600 per month
Younger Toddler Program (18mth to 2 yr) (Diaper Changing Fees included)	\$1700 per month

V. **FEES (Non-refundable):** Enrollment **\$50 (ONE TIME)** | Registration **\$100 (YEARLY)** | Uniform **\$30 / \$35**

VI. **DEPOSIT:** **\$500** *(will be applied toward last month of tuition with 30 day notice)*

VII. **PAYMENT:** Tuition is due on the **1<sup>st</sup> school day** of each month. Payment can be made through the Brightwheel app with credit / debit card or ACH payment (with extra charge). **For in person payments, only checks are accepted.** A **\$30 fee** will occur for late payment if tuition is not received after **the 5th of the month**. Returned checks are subject to a **\$25 fee**. **Paid tuition is non-refundable (including absences due to illnesses and school closures).** Credit may apply if applicable.

VIII. **HOLIDAYS:** Little Seed will be closed on the following holidays **(16)**: New Year's Day (2), MLK Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day (2), Christmas Day (2), and Teacher Training Day (3).

IX. **ILLNESS:** Students may not attend school with **runny noses with colors, fever (>100.4F), cold, red eyes, diarrhea, vomits, excessive coughs, or with any illnesses that are contagious.** Parents must notify the school office and make alternative childcare arrangements. If a child is ill at school, he/she will be rested at a designated area and **parents are required to pick up the child immediately. A doctor note is required for any health-related concern before returning when requested by the school.** Students may return to school with **no fever for at least 24 hours without the use of fever-reducing medications, and symptoms have improved.** Fever, diarrhea and vomiting should be gone, without the use of medication, for **one full attendance day** before a child returns.

X. **COVID-POLICIES:** If the child or any household member is tested positive, the child must **stay home until test results are negative. Proof of test results are required before returning to school.**

- XI. VACATION CREDIT:** Vacations proceed for **at least two weeks** and parents must notify the school office **in advance before** tuition is being paid for the month. **The school will add a 50% credit of each vacation week for the first four weeks / first month, and 25% for the remaining weeks / second month.** Students will be placed on the waiting list if vacation takes **more than two months**.
- XII. SIGN IN & OUT:** Every parent is responsible for signing their child in and out each day, and the child must be escorted by the teacher/ school staff before the parent's departure. **Each missing sign in/ sign out is subjected to a \$5.00 fee.**
- XIII. ABSENCES / LATE DROP OFF / EARLY PICK UP:** Please notify our school office or your child's teachers through Brightwheel/phone call for **absences, late drop off or early pick up.**
- XIV. LATE PICK-UP CHARGES:** Students must be picked up no later than **6:00 pm.** **Please arrive 10 mins prior to your pick-up time.** Late pick up fees will be charged as follows: **\$10.00 for the first 10 minutes, and \$1 per minute after.**
- XV. PRIVATE CHAT GROUP:** Parents are not allowed to create private chat groups using the school's name and invite other parents from the school without the school's permission and acknowledgement. All official announcements will be sent to parents through Brightwheel.
- XVI. MISSING ITEM FEES:** Missing items including water bottle, eating utensil, nap mat, and clothes, a new item will be provided for your child and charges will be posted on Brightwheel. **Parents may bring the missing item back to school before 11:30am.**
- XVII. DAMAGED PROPERTIES:** Any school properties including toys, outdoor equipment, classroom supplies, and furniture that were damaged by the student due to improper use, the cost of repair/ replacement will be sent to parents through Brightwheel. Parents can also choose to bring in the same replacement items / parts.
- XVIII. WITHDRAWAL:** A 30 day notice is required before withdrawing your child from school. **If notice is received less than 30 days, deposit will not be applied toward the last month of tuition.** Please notify the School Director in email or Brightwheel for your child's withdrawal.
- XIX. INCIDENTS/ INJURIES:** Parents will be provided an Incident Report if the child was hurt or injured. Both the Director and parents will be notified details of the incident and provider's responses.
- XX. BEHAVIOR:** A Behavior Report will be provided to parents when there are behavior concerns for the child. Disciplinary actions will be taken as follows for repeated behavior: **1st report - warning; 2nd report - suspension for 1 day; 3rd report - suspension for 2 school days; 4th report - suspension for 3 school days; 5th report - disenrollment.**
- XXI. PARTNERSHIP:** Parents agree to collaborate with school to help a child to succeed, learn, and make changes on behaviors that need to be corrected or improved.

---

**Little Seed Child Development Center reserves the right to terminate a child's enrollment anytime, and in the event of non-payment of tuition, excessive late pickup, or unacceptable behavior from the child/ parent that may impose a health or safety issue toward the children or staff at school. I have read and understood the Admission Agreement above, and I acknowledge that I am signing an agreement and agree to abide by all terms and conditions.**

Student's Name: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

Parent/ Guardian's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_