ST. PAUL LUTHERAN CHILD DEVELOPMENT CENTER
1075 EL MONTE AVENUE MOUNTAIN VIEW, CA 94040 650-969-2696
ADMISSION AGREEMENT 2017-18

CHILD'S NAME _____BIRTH DATE_____AGE_____
Phone Numbers: Mom: _____ Dad: _____
Email Address: Mom: _____Dad:_____

Drop Off Time: Children enrolled in our program must be dropped off by 8:30 a.m. If your child has not arrived by 8:45 a.m., the next drop off time is at 9:30 a.m.

Pick Up Time: Parents need to arrive by 5:50 p.m. to pick up children at the end of the day.

Late Pick Up Fee: $2 per minute per child for picking up child after 6:00 p.m. This fee is paid directly to the teacher on duty at the time to reimburse the teacher for the additional time served.

Registration Fee: $235.00 per family per school year is due in September. For families starting mid year, this fee is prorated to the month of enrollment.

Tuition Payment is due by the 1st of the month and late after the 5th of the month. A **Late Fee** of $60 will be charged by Smart Tuition, when the tuition is delinquent more than five (5) days from the 1st of the month and Smart Tuition initiates a collection.

A **Deposit** of one week's tuition is due upon admission and will be refunded when written notification of withdrawal is given 30 days in advance. The deposit is waived if you are enrolled in Smart Tuition.

Vacation of one (1) week is granted each family per school year without charge.

Monthly Tuition:

_____5 days - $1445_____5 half days/lunch (12:30) - $915_____no lunch (11:30) - $720
_____4 days - $1370_____4 half days/lunch (12:30) - $865_____no lunch (11:30) - $690
_____3 days - $1080_____3 half days/lunch (12:30) - $690_____no lunch (11:30) - $550
_____2 days - $720 _____ 2 half days/lunch (12:30) - $460_____no lunch (11:30) - $365
For part time schedules check days attending ___M___T___W___TH___F

The **Admission Agreement Contract** may be changed when necessary. Changes in the contract (i.e. increasing or decreasing days) must be presented in writing seven (7) days prior to change in services and will be granted only if space is available. Written notice shall be given to parents at least 30 days prior to any change in basic rates excluding yearly increase.

Payment for childcare will be made by _____.

Volunteer Hours of no less than ten per family per school year are required. Incomplete hours will be charged to you at a rate of $12 per hour. This must be paid prior to re-enrollment or withdrawal.

Publicity and Photographs: Photographs of the children may be taken and may appear in newspapers and other publicity materials including social networking sites.

Right of the licensing agency: The State of California General Licensing Requirements, Section 101195 states: The Department or licensing agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or any staff member and for the examination of all records relating to the operation of the facility. The Department or licensing agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional examine the children.

Termination of this agreement occurs when a child leaves the program and all fees have been paid. Parents may withdraw the child for any reason; however, a 30-day notice of withdrawal is required. The school may terminate this agreement if the program does not meet the needs of the child or if the tuition payments are delinquent.

I have received, read, understand and agree to follow all center policies and procedures:

_____ _____

Parent or Guardian Signature Date **Director's Signature Date**