



2201 Vicente Street SF CA 94116  
 Littlefootprintspreschool@gmail.com  
 littlefootprintspreschool.org  
 415-200-8607

### Little Footprints Preschool Admission Agreement

Child's Name:	DOB:	Address:
Mother's Name	Phone number:	Email Address:
Father's Name	Phone number:	Email Address:

Little Footprints Preschool (Facility # \_\_\_\_\_) referred to in this agreement as the "Preschool" is a child care center licensed by the California Department of Social Services to provide child care for up to 80 children. For this purpose, child care means non-medical care for children in need of personal services, supervision, age-appropriate activities, and education. Provider accepts children from ages 2 years old to before kindergarten. We, \_\_\_\_\_ (name[s], Parent(s)/Guardian(s) referred to collectively as "Parent") of \_\_\_\_\_ (child's name) ("Child") agree to comply with the following rules and regulations of Preschool beginning on \_\_\_\_\_.

#### Services Offered

The Preschool is a state licensed preschool providing an education based, hands-on curriculum for children ages 2 to 5 years old, Mondays through Fridays from 7:30am to 6:00pm. We are devoted to providing a stimulating and hands-on environment for children to learn Chinese Mandarin.

#### Scheduled Attendance

The child care service starts on \_\_\_\_\_ in \_\_\_\_\_ room. The contracted days are \_\_\_\_\_ from **7:30am-6:00pm**. Changes to the agreed attendance schedule must be made in writing and requires the signing of a new Admission Agreement.

#### Tuition and Fees

##### *Tuition Amount*

Monthly Tuition: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Deposit Amount received: \_\_\_\_\_ Check #: \_\_\_\_\_ Bank name: \_\_\_\_\_

None-refundable activity fee: \_\_\_\_\_ Check #: \_\_\_\_\_ Bank Name: \_\_\_\_\_

##### *Monthly Tuition*

- Tuition is due on the 1<sup>st</sup> day of each month in advance of Preschool services provided for that month. A \$50 late fee will be assessed if the tuition payment is not received by the 5<sup>th</sup> of each month.
- Tuition and fees WILL NOT be adjusted:
  - due to family vacation, sickness or any other absence.
  - due to unforeseeable circumstances (i.e. wildfire, earthquake, tsunami, etc.)

##### *Payment Methods*

1. Submit checks in the TUITION BOX near the Preschool entrance (DO NOT hand payment to program director or teachers to avoid misplacement of checks)

2. Automatic Bill Pay (Bill pay can be set up via your bank. You will need the following info: (**Name:** Little Footprints Preschool. **Address:** 2201 Vicente St SF CA 94116). Please set the reoccur date for the payment to the 25<sup>th</sup> of each month so the payment will arrive on time.

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### *Late Pick Up Fee*

- There will be a \$50 charge if Child is picked up after Preschool hours. The late pick up fee is not equivalent to an agreement in providing after-hours service, nor will the late fee apply toward tuition. Frequent (3 times) late pick-ups beyond 15 minutes from when the school closes are grounds for termination from Preschool.

### *Return Check fee*

- There will be a \$35 service charge for the first returned/bounced check, and a \$25 service charge for each returned/bounced check thereafter. This service charge will apply regardless of the amount of the check or the reason that it was returned/bounced. Parents may be asked to pay tuition in cash or cashier check if there is a history of frequently returned/bounced checks.

### *Other Fees*

- \$35 evaluation form fee if Child is not in the graduating class
- \$600 non-refundable activity fee

### *Deposit*

All parents are required to pay Preschool a deposit in the amount of one month's tuition at the time of enrollment. When parents withdraw their child from Preschool or Preschool terminates care, the deposit will first be applied to any outstanding fees owed by the parent. If there are no outstanding fees or if the outstanding fees are less than the deposit, the parent will either receive a full refund or partial refund of the deposit. If the outstanding fees are more than the deposit, the parent will not receive a refund and must pay Preschool the difference.

### Field Study/Trips

Preschool takes children on periodic field study/field trips. Parents must sign field trip form to give Preschool permission to take children on field studies/field trips.

### One Month Trial Period and Withdrawal/Termination of Child Care

#### *One Month Trial Period*

Families are given a one month trial period to determine if Preschool is the right fit for their child. During this one month trial period, the Preschool teachers will also determine whether or not the child is a good fit for the school. Preschool and parent will discuss whether to continue services beyond the one month trial period before the trial period ends. The below withdrawal and termination notice requirements are not applicable during the trial period.

#### *Withdrawal from Preschool by Parent*

Parent must give Preschool at least 30 days written notice of withdrawing Child from Preschool and the notice must be given on the 1st of the month prior to the child's last month at Preschool. If Parent fails to give Preschool 30 days written notice of their intent to withdraw or the notice is not given on the 1st of the month prior to the Child's last month at Preschool, parent will still be charged for one month's tuition from either the child's actual last day at Preschool or the day the notice of withdrawal is given to Preschool.

#### *Termination by Preschool*

Two Weeks' Notice: Preschool reserves the right to terminate services for any reason with two weeks written notice. Some common reasons for the termination of services include but are not limited to:

- If monthly tuition fees are not paid in full or are frequently late (more than 3 times).
- If child is picked up late frequently (3 times).
- If parents fail to adhere to Preschool policies, procedures, or agreements.
- If parent or child damages Preschool property and equipment.
- If parent exhibits unprofessional and disrespectful behavior toward any teachers, staff, children or other parents.
- If parent fails to sign Preschool required forms and documents.

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Immediate Termination: Preschool reserves the right to terminate services immediately if in the sole judgment of Preschool staff or administrators, a child's behavior or the parent's behavior poses a significant threat to the physical or mental health or well-being of one or more of the other children at Preschool, Preschool staff, or other persons on Preschool premises, and Preschool is unable to reasonably eliminate this threat.

If at the time of termination by Preschool, parent has paid Preschool more fees than owed to Preschool, the excess fees will be refunded. Further, the parent's deposit will be refunded to parent unless parent owes outstanding fees in which case Preschool will deduct those fees from the deposit and refund the difference to parent.

Licensing

Preschool has been licensed by the California Department of Social Services, CDSS, Community Care Licensing Division. This license is posted in a conspicuous place for review. A telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing laws or administrative rules. The licensing regulations and rules governing child care are available for review at the facility upon request. Any duly authorized officer, employee, or agent of the Department shall, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, the regulations adopted by the Department governing all licensed family child care homes and child care centers. The licensee shall permit the Department to inspect the child care facility, and to privately interview children or staff, to determine compliance with or to prevent violations of child care laws or regulations. The licensee shall permit the Department to inspect, audit and copy children's records or other facility records upon demand during normal business hours. Records may be removed if necessary for copying. Prior to removing any records, a licensing representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the licensee or designated substitute. Licensing representatives shall return the records undamaged and in good order within three business days following the date the records were removed. The Department has the authority to interview children or staff to determine compliance with or to prevent violations of child care laws or regulations.

Modification/Amendment of Admission Agreement

Preschool reserves the right to modify and/or amend this Admission Agreement upon thirty days written notice; provided, however, that any changes in the government-subsidized reimbursement rates shall be effective immediately and do not require any prior notice to Parent. Modifications or amendments to this Admission Agreement do not require parent consent.

Parent Handbook

Parent has seen and read the Preschool Parent Handbook and agrees to abide by all policies and procedures contained in the Preschool Parent Handbook.

Entire Agreement

This agreement, together with those documents specifically incorporated herein by reference, contains the entire agreement and understanding between the parties as to the subject matter hereof.

Invalid Provisions

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

Waiver

No right under this contract shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provisions of this agreement.

Governing Law

This agreement shall be governed by and interpreted in accordance with the laws of the State of California.

**The Undersigned Have Read and Understand This Admission Agreement:**

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_