

## **ENROLLMENT AGREEMENT**

Uptown Little Birds Micro School and Day Care  
500 William St.  
Apartment 123  
Oakland, CA 94612  
(888) 755-5383  
info@uptownlittlebirds.com  
[www.uptownlittlebirds.com](http://www.uptownlittlebirds.com)

Martina Ayala & Alex Balmaceda  
Family Child Care Home  
**License# 013423604**

Student Name: \_\_\_\_\_

**Present Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Permanent Address:**

\_\_\_\_\_  
\_\_\_\_\_

Telephone (home): \_\_\_\_\_

(work) \_\_\_\_\_

(Cell) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student I.D. No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Sibling Name: \_\_\_\_\_

**PROGRAM INFORMATION:**

Micro School Full-Time

Monday – Thursday 9am-3pm

Friday 9am-1pm

September 2021 – June 2022

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

Micro School Part-Time

Monday - Friday 9am-1pm

September 2021 – June 2022

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

Micro School and Day Care

Full-Time: 8am-5pm

Part-Time: 8am-1pm

September 2021 – August 2022 (12 months). Start Date: \_\_\_\_\_

\*Contract renewal confirmation for Micro School will take place in July 2022

**Day Care Only**

Before Care                      \$16 Hourly      Start Date: \_\_\_\_\_

\_\_\_\_ am to 9:00 am

Monthly Fee: \$ \_\_\_\_\_

After -School Care            \$16 Hourly      Start Date: \_\_\_\_\_

\_\_\_\_ am to 5:00 pm

Monthly Fee: \$ \_\_\_\_\_

Evening Care                    \$20 Hourly      Start Date: \_\_\_\_\_

\_\_\_\_ pm to \_\_\_\_ pm

Monthly Fee: \$ \_\_\_\_\_

Weekend Care                  \$20 Hourly      Start Date: \_\_\_\_\_

\_\_\_\_ pm to \_\_\_\_ pm

Monthly Fee: \$ \_\_\_\_\_

**TUITION:**

Non-Refundable Registration Fee: \$175

\*The registration fee must accompany the enrollment agreement to secure space in the program and cover administrative costs and expenses.

Applies to all programs.

Authorized Initial \_\_\_\_\_

**Micro School (10 months September 2021 – June 2022)**

Full-Time: M-Th: 9am-3pm/Friday 1pm

Tuition: \$16,000. Monthly payment: \$1,600

Part-Time: M-F: 9am-1pm

Tuition: \$8,000. Monthly payment: \$800

\*Homecooked Breakfast and Lunch Included

\*All materials included

\*Holidays, Staff Development, Vacation Days stated in Calendar

\*Fees based on enrollment, not attendance

Authorized Initial \_\_\_\_\_

Micro School and Day Care (10 months September 2021 – June 2022)

Full-Time: M-Th: 9am-3pm/Friday 1pm:

Tuition: \$19,800. Monthly payment \$1980

Part-Time: M-F: 9am-1pm:

Tuition: \$12,000 Monthly payment \$1,200

\*Homemade breakfast, Lunch and Snack Included

\*All materials included

\*Holidays, Staff Development, Vacation Days stated in Calendar

\*Fees based on enrollment, not attendance

Authorized Initial \_\_\_\_\_

Micro School & Day Care (Year-Round – September 2021 – August 2022)

Full-Time: M-F: 8am-5pm

Tuition \$23,760. Monthly payment: \$1980

Part-Time: M-F: 8am-12pm / 1pm-5pm

Tuition: \$14,400. Monthly payment: \$1,200

\*Homemade breakfast, Lunch and Snack Included

\*All materials included

\*Holidays, Staff Development, Vacation Days stated in Calendar

\*Fees based on enrollment, not attendance

\*Includes summer camps and day care during when school is out of session.

Authorized Initial \_\_\_\_\_

**TUITION PAYMENTS:**

1. A payment of **\$175** registration fee is due with signing of the enrollment agreement.
2. Balance of tuition options:
  - A. First month of tuition is due prior to the start of class payable by credit card/ATM online or cash. We accept Zelle, Cash app, Venmo, Direct Deposit.

Note: Once initial tuition payment has been made the following options for payment chosen will take place.

- B. Select payment option:
  1. Tuition payment in full will receive a 10% discount.
  2. Tuition payment in two installments will receive a 5% discount.
  3. Monthly tuition payment installments. Select payment date:  
\_\_\_\_ 1<sup>st</sup> day of the month \_\_\_\_ 15<sup>th</sup> day of the month
  4. Two monthly installments. Bi-monthly tuition payment 1<sup>st</sup> and 15<sup>th</sup> day of the month.
    - Tuition must be paid in full by October 15, 2021, for 10-month enrollment.
    - Tuition must be paid in full by November 15, 2021, for 12-month enrollment.
    - **Fees are based on enrollment not actual attendance.** There is no change in fee due to your child’s absences, scheduled holidays, vacation, or emergency closures. Note: Online educational services will continue to be provided if school and day care are obligated to close temporarily.
    - There is a \$20 late fee charged if payments are not received on-time, unless prior payment arrangements are made in advance, prior too due date.

**CANCELLATION AND REFUND POLICY:**

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of \$175.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days
  - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
  - E. Official Transcript Request form must be completed and sent to Director along with \$10 fee in order to have transcripts sent to new school.
  
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$175.
  - B. After the commencement of classes, the tuition refund, minus the registration fee of \$174. After that refund **will** be determined as follows:

*Authorized initial* \_\_\_\_\_

<b>% of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school handbook), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

**Parent(s) or Authorized Adult Understands the following:**

Uptown Little Birds Micro School and Day Care is licensed by the California Child Care Licensing and abides by its requirements and policies.

**California** law **requires** most **preschools** to obtain licensing from the Community Care Licensing Division of the state Department of Social Services. Any program that operates outside the home and supervises children **must** go through licensing.

As per California Education Code (EC) Section 33190 Uptown Micro School will be filing a private school affidavit a year after enrolling elementary age children (6 years +).

Uptown Little Birds Micro School is currently not accredited; however, it exceeds the California Child Care Licensing and the requirements of the California Department of Education. We adhere and surpass the curriculum requirements established by Senate Bill (SB) 858 establishing the intent that TK curriculum be aligned to the California Preschool Learning Foundations and California Preschool Curriculum Frameworks developed by the CDE.

Our intention is to begin the accreditation process as required by NAEYC, taking the first step this year to enroll and begin self-study process.

This document is binding when it is accepted in writing by all parties.

*Authorized initial* \_\_\_\_\_

**PARENT(S) OR AUTHORIZED ADULT ACKNOWLEDGEMENTS:**

1. I hereby acknowledge receipt of the Uptown Little Birds Micro School and Day Care Handbook dated \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provided. The Handbook is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this Handbook.  
\_\_\_\_\_ Authorized initials
  
2. Also, I have carefully read and received an exact copy of this enrollment agreement.  
\_\_\_\_\_ Authorized initials
  
3. I understand that Uptown Little Birds Micro School and Day Care may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the facility. While enrolled in Uptown Little Birds Micro School and Day Care. I understand that I must abide by the policies set forth in the Handbook and that my financial obligation to the Uptown Little Birds Micro School and Day Care must be paid in full before a report card, transcripts, or certificate may be awarded.  
  
\_\_\_\_\_ Authorized initials

**CONTRACT ACCEPTANCE:**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School and Day Care Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Uptown Little Birds Micro School and Day Care.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities regarding this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Parent(s) or Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

Representative's certification: I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: \_\_\_\_\_

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

*Authorized initial* \_\_\_\_\_