

Gloria Dei ELC

Come learn and play
Lic. #434408823

121 S. White Road • San Jose, CA 95127
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Web site: www.gloriadeipreschool.com

ADMISSION AGREEMENT & PRESCHOOL POLICIES

SCHOOL OBJECTIVES & PHILOSOPHY

Our objective is to provide a safe and nurturing environment for children to learn, through positive experiences, under the guidance of skillful teachers. We provide roots for children from which to grow their future academic and personal success. Our curriculum is developmentally appropriate so as to foster the social, emotional, physical, creative and cognitive abilities of each child.

2022-2023 TUITION

Program Session August 2022 to May 2023	10 Monthly Installments <i>*prepayment for August made at time of enrollment</i>
<u>Preschool - Jr. Kindergarten</u> Ages 2.9 yrs - 5 yrs	School tuition collected: August 1, 2022 - May 1, 2023
2 (Two) Days (TTH 8:30-11:45am)	\$585.00*
3 (Three) Days (MWF 8:30-11:45am)	\$645.00*
3 (Three) Regular Program (MWF 8:30-4:00pm)	\$795.00*
5 (Five) Days (M-F 8:30 - 11:45am)	\$780.00*
5 (Five) Enrichment Days (M-F 8:30 - 4:00pm)	\$85.00*
Early Drop Off — 8am	\$50.00
<u>Extended Full Day Program based on enrollment</u>	
3 (Three) Days (MWF 8:30 - 6:00pm)	\$975.00
5 (Five) Days (M-F 8:30 - 6:00pm)	\$1075.00
Potty Training additional fee	\$50.00/month
*NOTE 1 — Programs and Tuition Fees are subject to change. Classes may be cancelled based on enrollment . *NOTE 2 — A late fee of \$50.00 will be applied for any payments made after the 5th of each month. *NOTE 3 — A fee of \$50.00 will be applied for any returned checks.	

PAYMENT OPTIONS

Ten (10) monthly payments:

- Tuition is based on a set amount for the school year. Therefore, regardless of the days of school held in any given month, payment will remain the same. Payments are made in monthly installments from August through May. Each monthly tuition payment secures your child's placement for the next month. All monthly tuition payments are **NON-REFUNDABLE**. Partial refunds will only be given only for annual payments.
- Your first month's tuition balance is due upon signing up and this payment is **NON-REFUNDABLE**. Your tuition payment balance must be paid in full and received in the office no later than July 1st or your child's space may be forfeited. Also, this payment may not be applied to future enrollment.
- All registration fees and tuition (through May) are **NON-REFUNDABLE** and may not be applied to delayed or future enrollment. Also, tuition fees are **NON-TRANSFERABLE** to another sibling or child.
- A full monthly tuition payment is made for each month regardless of the number of days in the month.
- PAYMENTS ARE DUE THE FIRST SCHOOL DAY OF EACH MONTH..**
- A \$50 late fee is charged for payments received after the 5th of each month.
- Tuition will only be prorated for students who begin mid-month.
- No deductions or refunds will be made for absences.
- Sibling Discounts are available for families with more than one student enrolled during the current school year. Full tuition is due for the oldest child and a 10% discount is applied to younger siblings.
- There is a \$50 assessment for returned checks or insufficient funds. If a check is due to insufficient funds, payment for that month must be made in cash, including the \$50 returned check/service fee.

 (Initial) — I have read and agree with the above statements regarding the payment schedule and related terms and conditions.

ENROLLMENT PROCEDURE

Applications for enrollment are accepted without regard to race, religion, gender, color, creed, or national origin. All children, including presently enrolled children, must reapply each year. Enrollment is on a **"first-come first-served"** basis when enrollment opens.

ALL STUDENTS: Please note that a \$100 non-refundable registration fee and 1st month's tuition is due at the time of registration. This fee is not applicable to tuition of registration.

PRE-PAYMENT TUITION: Please note that a non-refundable tuition prepayment (Payment #1a) in the amount of your regular monthly tuition is due by July 1st, 2022. This prepayment is your first month's tuition. The next tuition will be collected in August for September's payment, so on and so forth.

- All students must provide proof of current immunizations **PRIOR** to the start of school.
- Children must be in the process of potty training. Wearing diapers is not acceptable and not permitted, we will help continue at school with potty training in pull ups

Please complete and return the required forms by June 1, 2022 along with your registration. State law requires all forms to be completed and on file:

- | | |
|--------------------------------------|---------------------|
| 1. Consent to Medical Treatment | 4. Parent's Rights |
| 2. Identification and Emergency Form | 5. Personal Rights |
| 3. Health History | 6. Physician Report |

Due at the time of registration:

- **Registration Card and Fee - \$100.00**
- **Admission Agreement/Preschool Policies**
- **First Months Tuition**
- **Licensing Forms**

ARRIVAL & PICK-UP

- Staff members will greet each child at the door, temperature will be checked and then escort them into school. Parents and/or guardians must sign their child in and out at pick up and drop off times. **FULL FIRST AND LAST NAME IS REQUIRED.**
- **You may be asked to show identification.** Please carry your identification with you during these times.
- Children will only be released to authorized persons on file and must furnish driver's license or photo identification according to California State Licensing. We cannot accept a phone call to authorize any changes. Changes are only accepted in writing from child's parent or legal guardian.
- Please be prompt in picking up your child. There will be overtime charges assessed at **\$3 per each minute** if you are late picking up unless other arrangements have been made.
- **Children unclaimed after closing time:** If, after site personnel have exhausted all known means to locate you or a responsible party to come for your child, and no one can be located after half an hour after the program's closing time, Child Protective Services (CPS) will be called for assistance. CPS will call law enforcement. If a child needs to be taken into protective custody and removed from the center, only a peace officer can do that. The officer may turn the child over to CPS for further action. Please help us avoid this action.

GENERAL INFORMATION

Visitors and parents are not permitted in the classroom at this time due to Covid 19.

The California State Department of Social Services requires all licensed preschools to notify parents of the Department's right to inspect and audit child(ren) or facility records without prior consent, and to interview or observe the physical condition of the child(ren), and to have a licensed medical professional physically examine child(ren). However, you and your child should be aware that no child can be required to submit to questioning or an examination.

TERMINATION AND WITHDRAWAL

Your child's enrollment may be terminated at any time, with or without cause, at the sole discretion of Gloria Dei Early Learning Center.

This agreement is terminated when (1) your child withdraws from school and (2) all fees have been paid. One month's written notice is required for your intention to withdraw your child to allow us to open and fill your space. All payments are **NON-REFUNDABLE** except as discussed in Section B under Payment Options. GDELCS Preschool may terminate this agreement if tuition is not paid or if the school feels our program does not meet the needs of the child or parent, which determination shall be made at the sole discretion of the school's staff.

ARBITRATION

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration and judgment on the award entered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The place of arbitration shall be San Jose, California. This contract shall be governed by the laws of the state of California. The prevailing party shall be entitled to an award of reasonable attorney fees.

ILLNESS AND ABSENCE

We hope to have as little illness as possible. Please do not send your child to school with a cough, cold, fever, etc. If we feel your child is ill, we will contact the parent or guardian listed on our emergency forms. If we cannot contact parent(s) or guardians we will then attempt to contact adults who are authorized to pick up your child from school. Until an appropriate adult can pick up your child, he/she will remain in the office. In the event a child contracts a communicable disease, an exposure notice will go home. No deductions or refunds will be made for absences. When your child is absent from school, please inform the office as soon as possible.

In order to exchange school information, may we give out your phone number to other GDELC parents? yes ☐ no ☐

Photos will be taken throughout the school year. At the end of the year we will provide you with these photos. The photos may be used on our Facebook, Advertising and/or Website.

How did you hear about Gloria Dei Preschool originally? (Check all that apply)

- ☐ Bay Area Parent Magazines (print) ☐ Bay Area Parent Online ☐ Yellowpages.com ☐ Facebook
- ☐ Google search engine ☐ Other search engine (which ones?) _____
- ☐ Other website resources (please list): _____
- ☐ Parent/Friend Referral (Name): _____
- ☐ OTHER (Please explain) _____

Did you visit the school website for your research or additional information about the school? ☐ yes ☐ no

Was the school's website helpful to you in helping you decide to enroll? ☐ yes ☐ no

ACCEPTANCE OF TERMS AND CONDITIONS

I understand that all registration fees and tuition payments are non-refundable and that a FULL TUITION PAYMENT is required for each month regardless of the number of days in the month. I understand also one month's written notification is required when my child withdraws from school and that this agreement will remain in effect until all fees have been paid.

As a condition to enrollment and admission into the Gloria Dei Early Learning Center, the undersigned parent/legal guardian of the enrolled and admitted child(ren) hereby represents and warrants that (s)he: (i) is the parent or legal guardian of such child(ren) and, in this capacity, lawfully enters into this Admission Agreement & Preschool Policies on such child(ren)'s behalf; (ii) is aware that there are certain inherent risks associated with the operation of the Gloria Dei preschool (despite its efforts to avoid or mitigate such risks), including, but not limited to, those arising from the dropping-off and picking-up of such child(ren), the driving conditions and the behavior of the drivers within the school parking lot and around the school facilities, the usage of the school playground, play structures, and all toys, and the possibility of such child(ren)'s exposure to an illness or other communicable disease, and, assumes all such risk both known and unknown, including those that may arise out of the negligence of persons not affiliated with the Gloria Dei Preschool; and, (iii) releases and holds harmless the Gloria Dei Early Learning Center, its officers, employees, affiliates, agents, representatives and other persons acting on its behalf, from and against any and all claims, injuries, liabilities or damages, whether caused directly or indirectly, arising out of, or relating to, the operation of the Gloria Dei ELC and such child(ren)'s participation therein, for herself/himself and such child(ren) and their respective heirs, assigns, legal representatives or other successor-in-interests.

I have read and understand the foregoing Admission Agreement and Preschool Policies and I agree to be bound by all terms and conditions stated therein. I further agree that this Admission Agreement and Preschool Policies contains the complete agreement between myself and Gloria Dei Early Learning Center and that there are no previous understandings or agreements not contained in this Admission Agreement and Preschool Policies. Policies may not be modified except in writing, signed by the school director.

Student's Name (Please Print)

Parent's Signature

Date

Parent's Name (Please Print)

Director's Signature

Date