



le petit elephant  
infant nursery \* preschool \* jrKindergarten

## Admissions Agreement 2024-2025 School Year

Le Petit Elephant Nursery and Preschool 2645 Laurel St. Napa, CA 94558  
(707) 690-8797 [www.LPEnapa.com](http://www.LPEnapa.com) Lic #283009161 & #283009162

Child's Name: \_\_\_\_\_  
Child's Date of Birth: \_\_\_\_\_ Child's Age at Admission: \_\_\_\_\_  
Parent's/ Guardian's Name(s): \_\_\_\_\_  
Person(s) Responsible for Payment: \_\_\_\_\_

### Description of Basic Services:

Le Petit Elephant Nursery and Preschool offers high quality infant care, preschool, and JrKindergarten(TK) for children between the ages of 6 weeks and 6 years, Monday through Friday 7:30am to 5:30pm. We provide wipes, parents must provide daily food, diapers, spare change of clothes, muddy buddies for children 12 months+ and rain boots. We proudly offer a positive, child-centered, play-based preschool experience that fosters a love of learning in a nurturing community. We utilize **Le Petit Méthode**, a thoughtful combination of child development strategies from the Reggio-Emilia Approach, the Waldorf philosophy, Montessori methods, and the RIE philosophy (Respectful Infant Educators.) We play, dance, read books, make music, practice yoga, grow an organic garden tended by the children, learn about green living, and we encourage healthy and organic eating!

**Le Petit Elephant Nursery and Preschool** ("School") and the undersigned parents ("Parents"), by entering into this tuition agreement to enroll their child listed below ("Student") for the 2023-2024 school year, executed by the parents on the signed date below, agree as follows:

### Payment Provisions:

Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due pursuant to the terms of this Agreement, may, at the School's sole discretion, result in the suspension or dismissal of the Student from the School. Parents shall pay any costs and attorney's fees the School incurs in collection of Parents' outstanding balance.

I, (Parent/ Guardian) of \_\_\_\_\_, agree to pay \$\_\_\_\_\_ per month beginning the month of my child's attendance. Parents agree to pay the full amount for tuition and fees. The tuition and fees may be modified if Parents receive tuition assistance from the School. Any such modifications are only effective if set forth in a written amendment of this agreement, signed by Parents and the School. The first monthly installment must be paid no later than my child's first day of school. All other monthly installments must be paid by the first of every month via ACH with Tuition Express in Procure.

My child's attendance days and hours are as follows:

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M

T

W

TH

F

This schedule agreement remains in effect until a schedule change is requested. A one-time \$50 fee will be applied for a schedule change.

### Annual Fees

I understand that there is a per child non-refundable registration fee of \$50 and materials fee of \$300 due at the time of enrollment and a non-refundable returning student registration of \$50 and materials fee of \$300 is due annually on April 1st.

### Additional Fees

Parents agree that additional fees for school services (late pick up, Date Night, etc) may be charged during the 2023-2024 school year. Additional fees are due when charged and will be billed and payable through ACH via Tuition Express/Procure.

### Late Payment Fees

I understand that a late payment fee of \$25 will be assessed to my account if monthly tuition is not received by the 1st of the month.

### Returned Check Fees

I understand that there is a \$ 40 returned ACH fee in addition to any charges that my banking institution may charge me.

### Late Pick Up Fees

I understand that the late pick-up fee is \$25 per 15 minute block (or portion thereof) after 5:30pm (or after my child's designated pick up time). I will be invoiced and payment will processed via AutoPay within 2 days. I also understand that if my child has not been picked up one hour after close of business, the center will contact the appropriate government agency. All attempts to reach the contacts listed on my child's emergency card will be exhausted prior to contacting the authorities.

### Sick and Vacation Policy

I understand that it is my responsibility, as the parent, to notify the center via Brightwheel if my child is not going to be in attendance that day due to illness or vacation. The center should also be made aware of any communicable disease that my child is diagnosed with as soon as possible via Brightwheel. I understand that there is no reduction of fees due to illness, absence, emergency closure, or vacation time.

### Dual Relationship Policy

I understand that LPE teachers and staff are not permitted to provide families with their personal phone numbers, email addresses, or any other personal contact information. They are also not permitted to engage in a

dual-relationship with the child or family (e.g. babysitting, attending birthday parties, social gatherings, social media friendships, etc.) Thank you for helping us to maintain professional boundaries.

## Agreement Modification Conditions

This signed admissions agreement is in effect starting August 12, 2024 and will remain in effect until August 17, 2025 . If for any reason the schedule outlined in this contract no longer accurately represents the needs of the family, a one-time fee of \$50 for schedule change will be applied and a new contract may be signed and take effect immediately provided the program can accommodate the new needs of the family.

## Annual Enrollment Conditions

We enroll children into our school with the intention of seeing them through to their promotion to Kindergarten. Children benefit most when the program and home have a similar philosophy of child development, teaching and discipline. They also benefit the most when they attend consistently and have a predictable schedule. Parents understand and agree that the majority of the School's expenses and obligations are incurred on an annual basis, that financial commitments for School services are made based upon anticipated enrollment, and that the educational operating expenses of School do not diminish with the departure of some students over the course of the school year. Parents understand and agree that, regardless of Student's absence or withdrawal, Parents remain obligated to pay tuition and fees for the full academic year and assume full responsibility for payment.

## Termination Conditions

Le Petit Elephant will always work with families to accommodate special needs. Should a time arise when LPE is unable to accommodate a child's special needs or if behavioral problems on the child's part arise, the School may initiate the child's termination with a 2-week written notice. Tuition will be refunded and will no longer be due moving forward. The family will be referred to the appropriate agencies for further assessment and assistance.

## Rights of the Licensing Agency:

*The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12, Chapter 1 Regulation 101200, states "The department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."*

## Admissions Agreement

I understand that this is an agreement between our family and Le Petit Elephant Nursery and Preschool. I understand that there will be no changes honored within this document unless agreed upon and signed/initialed by both parties. I hereby agree to the terms contained within this Admissions Agreement and the Tuition Schedule included on the following page:

**Tuition and Monthly Fee Schedule**  
**August 2024 - July 2025**

<b>Program</b>	<b>Ages</b>	<b>Times</b>	<b>Days</b>	<b>Tuition</b>
Infant Rooms	6 weeks to 24 months	7:30AM - 5:30PM	Mon-Fri Mon/Wed/Fri Tues/Thurs	\$2,150 \$1,850 \$1,650
Toddler Rooms	24 months to 36 months	7:30AM - 5:30PM	Mon - Fri Mon/Wed/Fri Tues/Thurs	\$1,850 \$1,525 \$1,315
Preschool/ JrKindergarten Full Day Program	3 - 6 years	7:30 AM - 5:30 PM	Mon - Fri Mon/Wed/Fri Tues/Thurs	\$1,650 \$1,325 \$1,115
Preschool Half Day Program	3 - 6 years	7:30 AM - 12:30 PM	Mon - Fri Mon/Wed/Fri Tues/Thurs	\$1,075 \$925 \$800
Toddler Half Day Program	2 years	7:30 AM - 12:30 PM	Mon - Fri Mon/Wed/Fri Tues/Thurs	\$1,295 \$1,065 \$920
<b>Extras</b>	<b>* These must be arranged in advance *</b>			<b>Additional Fee</b>
Date Night	The last Friday of every month (unless otherwise noted), our staff babysits your child at LPE so you can enjoy a date night, kid-free from 5:30p-8:00pm!			\$45 per child (includes dinner for your child)
Late pick up (outside of child's regular schedule)				\$25 per 15 minute block (or portion thereof)
Full-day Preschool drop in	3 - 5 years	7:30am-5:30pm	*must already be an enrolled student	\$75/day
Full-day Toddler drop in	2 - 3 years	7:30am-5:30pm	*must already be an enrolled student	\$95/day
Full-day Infant drop in	6 weeks - 24 months	7:30am-5:30pm	*must already be an enrolled student	\$95/day
Missed sign in/out				\$5/occurrence