



le petit elephant

infant nursery ★ preschool ★ jrKindergarten

Admission Agreement 2019-2020 School Year

Le Petit Elephant Nursery and PreSchool 2645 Laurel St. Napa, CA 94558
(707) 690-8797 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, Jrkindergarten and daycare for children between the ages of 6 weeks and 5 years, Monday through Friday 7:30am to 5:30pm. We provide wipes, parents must provide daily food and spare changes of clothes. 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 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!

Payment Provisions:

I, (Parent/ Guardian) of _____, agree to pay \$_____ per month beginning the month of my child's attendance. The first month's tuition, the enrollment fee, and the materials fee are due and payable at the time of enrollment. This total fee is \$_____ and is due before the first day my child is scheduled to attend. My child's attendance days and hours are as follows:

_____ M _____ T _____ W _____ TH _____ F

This attendance agreement remains in effect until either party terminates the agreement as outlined. A one-time \$50 fee will be applied for a schedule change. *Tuition payments can be made in the form of ACH transfer, cash, money order or check unless a pattern of returned checks develops.*

Annual Fees

I understand that there is a per child non-refundable registration fee of \$50 and materials fee of \$200 due at the time of enrollment and a non-refundable returning student registration of \$50 and materials fee of \$200 is due annually on September 1st. _____ (initial here)

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. _____ (initial here)

Returned Check Fees

I understand that there is a \$40 returned check fee in addition to any charges that my banking institution may charge me. _____ (initial here)

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 be due upon receipt. 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. _____ (initial here)

Sick and Vacation Policy

I understand that it is my responsibility, as the parent, to notify the center 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 is present in the center. I understand that there is no reduction of fees due to illness, absence or vacation time. _____ (initial here)

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. _____ (initial here)

Agreement Modification Conditions

This signed agreement is in effect starting _____ (child's start date) and will remain in effect until the end of the LPE 2019-2020 school year. 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. _____ (initial here)

Withdrawal Conditions

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. We enroll children into our school with the intention of seeing them through to their promotion to Kindergarten. If a parent/family decides to withdraw their child from the program for any reason, written 3 months notice is required and we will do our best to fill your child's spot as quickly as possible. Your financial responsibility ends once your child's spot is filled or once the 3 months are complete, whichever comes first. _____ (initial here)

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 or parent's part arise, either party may request termination without prejudice with a 2-week written notice. _____(initial here)

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." _____ (initial here)

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:

Parent/ Guardian 1 Signature: _____

Printed Name _____ Date _____

Parent/ Guardian 2 Signature: _____

Printed Name _____ Date _____

Director Signature _____ Date _____

Tuition and Monthly Fee Schedule

Program	Ages	Times	Days	Tuition
Infant Rooms	6 weeks to 24 months	7:30AM - 5:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,771 \$1,468 \$1,215
		7:30AM-3:30PM OR 8:00AM - 4:00PM OR 8:30AM 4:30PM OR 9:00AM-5:00PM OR 9:30AM to 5:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,671 \$1,367 \$1,114
Preschool Morning Program	2 -5 years	9:00AM - 12:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$900 \$750 \$650
Preschool Afternoon Program	2 -5 years	3:00PM - 5:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$800 \$650 \$550
Preschool or JrKindy Full Day Program (includes nap)	2 -5 years	9:00AM - 3:00PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,100 \$950 \$800
Preschool Morning Program + AM daycare	2 -5 years	7:30AM- 12:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,050 \$900 \$800
Preschool Full Day Program + PM daycare	2 -5 years	7:30AM - 3:00PM OR 9:00AM - 5:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,250 \$1,100 \$950
Preschool Full day Program + AM/PM daycare	2 - 5 years	7:30 AM - 5:30 PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,350 \$1,200 \$1,050
Extras	* These must be arranged in advance *			Additional Fee
Date Night	The last Friday of every month (unless otherwise noted), our staff babysit your child at LPE so you can enjoy a date night, kid-free from 5:30p-8:00pm!			\$40 per child (includes dinner for your child)
Early drop off (outside of child's regular schedule)		Starting at 7:30am		\$15 for each 15 minute block (or portion thereof)
Late pick up (outside of child's regular schedule)				\$25 per 15 minute block (or portion thereof)
Full-day Preschool drop in	2 - 5 years	7:30am-5:30pm		\$75/day
Half-day Preschool drop in	2 - 5 years	12:30pm-5:30pm		\$45/day
Full-day Infant drop in	6 weeks - 24 months	7:30am-5:30pm		\$95/day
Early drop off option		7:15am daily		\$75/month
Missed sign in/out				\$5/occurrence