

# Creative Years Preschool

## ADMISSION AGREEMENT, HALF DAY PROGRAM

\_\_\_\_\_ M F \_\_\_\_\_  
CHILD'S NAME CIRCLE AGE PARENT'S NAME

Creative Years Half Day program is designed for children ages two through five. Your child may enroll for five, three or two days per week.

### REGISTRATION

\_\_\_\_\_ Initials There is a non-refundable registration fee for continuous enrollment. This fee includes an emergency pack of supplies for three days. Yearly there is a re-registration fee to register your child for the next school year. Enrollment is complete when the fees are paid and all required forms are given to the school. Enrollment is considered void when the terms of this agreement are violated. A child who drops and re-enrolls will be considered new to the school.

### DEPOSIT

\_\_\_\_\_ Initials A deposit is due at the time of registration. The deposit will be applied towards your child's last two weeks of enrollment (a 30 days written notice is required for withdrawal).

### TUITION

\_\_\_\_\_ Initials Tuition is due on the 1<sup>st</sup> of the month. **Please pay promptly.** Late fees will be charged on the 9<sup>th</sup> and every Monday there after until the tuition is paid in full. Continual lateness may result in Creative Years no longer being able to serve your child. Tuition is due for all days your child is signed up. Missed days due to illness, holidays, or for any other reason will not be credited. Also, missed days may not be made up, credited, rescheduled or switched for other days. Tuition is calculated based upon a level payment plan. The monthly payment remains the same, September through May, regardless of the number of school days in a month. August and June are charged only half a month rate. There is a separate fee for tuition for summer program.

### OPERATING DAYS

\_\_\_\_\_ Initials Creative Years Half Day Program operates on a traditional school schedule. Please refer to the school calendar for the days we are closed.

### WITHDRAWAL AND REFUND POLICY

\_\_\_\_\_ Initials A 30 day written notice is required when withdrawing from Creative Years. You are responsible for the full 30 days tuition. Your deposit will be credited to your account and payment in full is due at the time notice is given. Any credit balance will be refund at the end of the 30 days.

### STATE LICENSING

\_\_\_\_\_ Initials Creative Years is licensed by the State of California, Department of Social Services Community Care Licensing. The licensing agency retains the option of interviewing staff and children and inspecting the facility records without prior consent. The licensing agency also requires specific information to be on file at the school.

Please turn over, signature required →

\_\_\_\_\_  
Initials

**SNACK**

Creative Years will provide all snack food and drink for the children.

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Initials

**CELEBRATIONS**

We do not serve any candy, cake, cookies or desserts at Creative Years. Please do not disappoint your child or embarrass us by bringing in a food or drink item that we cannot serve. This policy applies to all items brought in for birthdays, celebrations and holidays. This policy also applies to anything put into children's cubbies, no goodies bags/gifts. (Please see the office for a list of acceptable items.)

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Initials

**PHOTOGRAPHS**

Photos will be taken of your child throughout the year to be used in school, in various advertising materials, web/social media, or in year-end books. If you don't want your child's picture taken, please notify the Office.

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Initials

**DROP OFF AND PICK UP**

Creative Years Half Day program is open from 9:00 am to 12:00 pm (2:00 pm on Lunch Bunch days). **Please, do not be early or late dropping off or picking up your child.** Teachers have other obligations and need to use the time to complete their work. The fee for late pick up is \$1 per minute.

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Initials

**DIAPERS/WIPES**

Families are responsible for providing diapers/wipes for their child. If your child runs out your account will be charged a fee of \$2.00 per diaper needed. We do not guarantee sizing of diapers.

\_\_\_\_\_  
Initials

**CHANGES TO THIS AGREEMENT**

Any changes to this agreement will be posted 30 days prior to the effective date. Also, Creative Years has the right to terminate enrollment for any reason. Creative Years will determine the final interpretations of this agreement.

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Initials

**COURT COSTS**

You agree to pay all collection costs incurred by Creative Years including, but not limited to: court costs; staff time, late fees and interest on payments. If taken to court you can expect to pay a minimum of 40% more than your original delinquent amount.

\_\_\_\_\_  
Initials

Creative Years does not discriminate on the basis of sex, race, religion, or national origin.

\_\_\_\_\_  
Initials

**I HAVE READ AND UNDERSTAND THE ADMISSION AGREEMENT AND THE PARENT'S HANDBOOK.**

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE