



# Sunshine School

## AFTER SCHOOL ADMISSIONS AGREEMENT

This agreement is between Sunshine School and \_\_\_\_\_ (parent or guardian) for the care of \_\_\_\_\_ (child's name).

### SCHEDULE

Our after school program cares for children from Kindergarten through 8<sup>th</sup> grade. Our after school program is open from Monday to Friday, 12:00 PM to 6:30 PM. Our full day program is open from 9:00 AM to 6:30 PM (only available during specified days). Our summer program is open from Monday to Friday, 8:30 AM to 6:00 PM. The school is closed in observation of these holidays:

- MLK Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 Days)
- Christmas through the New Year

### PAYMENT PROVISIONS

- **Services:** The parent or guardian agrees that s/he is contracting for the services, which are marked below and will pay the stipulated rate. We provide lunch and afternoon snack for our kindergarten program and our full day program. We provide afternoon snack for our after school program. Snacks are provided as part of the basic service. If your child is not able to eat certain foods, it is a safer option for those children to bring their own snacks and lunches to school. There is no deduction in your tuition if you choose not to partake of the meals. Optional Services can be paid directly to the instructors or providers. A \$10.00 sibling discount is given per week to the second child, to full-time (5 days a week), full paying clients who have more than one child enrolled at the Sunshine Schools. Please, check the correct box(es) below for the services provided for your child:

Kindergarten		1 <sup>st</sup> - 8 <sup>th</sup> Grade	
<input type="checkbox"/>	Full-Time (M-F)	<input type="checkbox"/>	Full-Time (M-F)
<input type="checkbox"/>	Part-Time (MWF)	<input type="checkbox"/>	Part-Time (MWF)
<input type="checkbox"/>	Part-Time (T/Th)	<input type="checkbox"/>	Part-Time (T/Th)
<input type="checkbox"/>	Drop-In	<input type="checkbox"/>	Drop-In
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Transportation

- **Due Date:** Tuition is due on the 1st day of each month, and is delinquent after the 10th day. There is a 10% late charge for any payment received after the 10th of the month.
- **Method of Payment:** Unless otherwise expressly provided in this agreement, any payment made by the parents to the center must be made by online payment, cash, check, or money order payable to Sunshine School. There is a \$25.00 fee for any returned checks or for an ACH transaction that is returned unpaid due to insufficient funds. If this should occur more than once, future payments must be made only in cash or money orders.
- **Late Pick-up Penalty:** If a child is picked up later than the scheduled pick-up time, parents shall be assessed a fine of \$1.00 per minute for each minute after the scheduled pick-up time.
- **Absence Policy:** Parents shall provide in advance, at least one week's notice if child is to be absent for vacation or for any other planned temporary absences. For absences less than one month, parents can choose to pay a full month's tuition OR to pay by days with the drop-in rate. For absences more than one month, parents can formally request a Temporary Withdrawal or a Permanent Withdrawal – more information can be found under the *Sunshine School Tuition Policy*.

## **MODIFICATION CONDITIONS**

- **General:** Parent understands and acknowledges that, under California law, Center may modify this agreement whenever circumstances covered in this agreement change, provided that any such modification shall be in writing and shall be signed and dated by Parent and Center.
- **Full Fee Families:** Parent shall be given 30 days prior written notice for any basic rate change.
- **Subsidized families:** Rate changes for subsidized families are government prescribed and the effective date is the date the new rate is prescribed. No prior notice is necessary.
- **Additional charges:** Additional charges may be levied for field trips or in instances where increase in number of staff needed results in increased cost to Center.
- **Refund conditions:** Refunds will be given only if Center terminates Child's enrollment.

## **RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN**

Parent understands and acknowledges that Center is a licensed childcare center and that, under California law, the California department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed child care center, to inspect and audit children's records, to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examination of children (Community Care Licensing).

## **WITHDRAWAL BY PARENT**

Parent may withdraw Child from Center's program at any time provided Parent gives ONE MONTH'S written notice of intent to withdraw. Failure to give ONE MONTH'S notice shall result in charges for the month of care.

## **TERMINATION CONDITIONS:**

**Immediate:** Center may terminate Child's enrollment in Center's program effective immediately upon written notice to Parent of such termination, if any of the following conditions arise:

1. In the sole judgment of the Center Director, Child's behavior threatens the physical or mental health or well-being of one or more of the other children at the Center;
2. Parent is hostile, uses profane language, is verbally or physically abusive or threatening to staff or clients of the facility;
3. Any payment owed by Parent to Center is not paid within one month after such payment is due;
4. Child is picked up late more than three (3) times during any month;
5. Parent fails to pick up child promptly when notified child is ill;
6. Non-cooperation of Parent. Parent refuses to comply with agreed upon plan of action relating to child's behavior.

**Two weeks notice:** Center may terminate Child's enrollment in center's program effective upon two week written notice to Parent if any of the following conditions arise:

1. Any of the conditions listed under Section above, provided that Center has not exercised its right to terminate Child's enrollment immediately;
2. In the sole judgment of Center's Director, Center's program does not meet the developmental or special needs of the child;
3. Parent fails to provide items for child that Parent is required to provide under terms of this agreement or the Family Handbook; or
4. Center terminates Center program.

## **PARENTS' ADDITIONAL REONSIBILITIES AND OBLIGATIONS**

1. **Be Informed:** Parent shall complete information on the forms listed below and certify that s/he has read and agrees to abide by all provisions that are included. Parent agrees to notify Center immediately of any changes in information on forms listed below:
  - a) Admission Agreement
  - b) Identification and Emergency Information (LIC 700)
  - c) Child's Pre-Admission Health History Parent's Report (LIC 702)
  - d) Consent for Medical Treatment Form (LIC 627)
  - e) Playground and School Ground Release Form
  - f) Photography and Video Release Form
  - g) Personal Rights (LIC 613A)
  - h) Notification of Parents' Rights (LIC 995)
  - i) After School Tuition Policy

- 2. Release of Child:** Parent will provide a list of individuals authorized to pick up child from Center. Parent agrees to notify Center in advance, in writing, each day that anyone other than parent or one of Parent's authorized representatives will pick up the child. Individuals other than Parent will be asked for identification.
- 3. Sign in:** Parent agrees that each day Parent shall not leave child at Center until Parent or Parent's authorized representative has made personal contact with a member of the staff and signed Child into the Center program. When signing in, you must use full legal signature and shall record the time of day.
- 4. Sign out:** Parent agrees that each day Parent or Parent's authorized representative shall not remove child until Parent has sign Child out and notified teacher of departure. When signing out, you must use full legal signature and shall record the time of day.
- 5. Change in address or telephone number:** Parent agrees to notify Center of any change in address or telephone number of Family or of any emergency contacts.

**DESTRUCTION OF CENTER FACILITY**

If at any time during the term of this Agreement, the Center's facility is damaged or destroyed to such an extent (under the sole discretion of the Center Director) that continued use would be hazardous to the safety and well-being of the children, the Center may elect to suspend this agreement, including its obligation to provide services and the Parent's obligation to pay for such services, until Center locates another facility that Center deems comparable in which to resume Center program.

**TERM**

This agreement shall be in effect until Child is withdrawn from Center unless terminated sooner in accordance with the provisions of this agreement

**ASSUMPTION OF RISKS**

The undersigned parent acknowledges that he/she has reviewed the child care program and has examined the premises in which the program is being conducted, understands the program includes campus field trips and consents to the named children participating in the program and using these facilities.

**GOVERNING LAW**

This agreement shall be governed by and interpreted in accordance with the laws of the State of California.

PARENT(S):

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian

CENTER:

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized representative  
 Sunshine School

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**QUICK SURVEY**

1. How did you hear about Sunshine School?

- Advertisement, please specify \_\_\_\_\_
- Friends & Family
- Public School Referral
- Other, please specify \_\_\_\_\_

2. Did someone refer or recommend us? May we have a name, so we may thank them?

\_\_\_\_\_ From which location? B. E. S. T. V.