



Sunnyvale Parent Preschool

1515 Partridge Avenue Sunnyvale, CA 94087 ♦ (408) 736-8043 ♦ FED TAXID: 94-1609609

www.sunnyvaleparentpreschool.org

Admission Agreement

Sunnyvale Parent Preschool, 1515 Partridge Avenue, Sunnyvale, phone (408) 736-8043, hereinafter referred to as “the school,” is a childcare facility operated by the Board of Directors of Sunnyvale Parent Preschool, a nonprofit corporation.

The school is licensed by the State Department of Social Services, Community Care Licensing Division, pursuant to the sections of the State Administrative Code, Title 22, Regulation 101219. The Parents or Guardian hereinafter are known as “Parent.” The “Designated Representative” refers only to the adult persons on the emergency card on file at the school.

BASIC SERVICES

1. The school shall provide the following basic services for:

Child's full name

Birth date

Whose parent or guardian is:

Name of person enrolling child

Relationship

2. For services listed in this agreement and in accordance with the terms listed on the initial application, I agree to pay Sunnyvale Parent Preschool the monthly tuition indicated on my signed original application. I understand that tuition is due on the 1st day of the month and is considered late thereafter.
3. The child will be given assistance with personal care as needed.
4. The child shall be placed in a group of peers based on age and/or special needs as determined by the staff within the program age requirements.
5. The child shall be involved in a program of play and learning experiences which are appropriate for the ages of the children enrolled in the school. A balance of active and quiet play is provided for, with individual and group activities which are geared toward the emotional, social, physical, cognitive, creative and individual growth of young children.
6. The school shall assume responsibility for the child after the child has passed the legally required morning health inspection and has been signed in by a parent or designated representative of the child's parent. The school shall retain responsibility until the child is signed out by the parent or designated representative.
7. The child shall be administered physician-prescribed medication only upon written request of the doctor on the medication release form. The school shall not administer non-prescription medication. The school shall have no responsibility of any kind for failure to provide requested prescription medication nor for the adverse reactions which

are caused by the administration of such prescription medication. School staff will administer all medications.

8. The school shall give appropriate first aid to a hurt child. School staff shall attempt to contact a parent if it is judged that immediate medical attention is necessary. If it is the further judgment of the school staff that the injury is of an emergency nature, paramedics shall be called to the school, and the child's parent will be contacted. All injuries are documented and records are kept in the child's file.
9. An ill child shall be isolated, given the appropriate care, and a parent or designated representative shall be called to pick up the child.
10. The school shall notify the child's parent of a suspected exposure of a communicable disease.
11. The school shall make every effort to safeguard the belongings brought to the school by their child but shall not be responsible for any lost or broken items.
12. The Director or any staff member shall report to Children's Protective Services or to the Police Department (or other specified agency as provided by the individual state laws), as required by the state penal code, any suspected child abuse. The types of abuse are as follows: physical, sexual, mental, neglect or endangerment.

PAYMENT PROVISIONS

13. A non-refundable registration fee and May tuition shall be paid upon enrollment.
14. Tuition is due monthly on the 1st day of the month. A late charge of \$10/day will start to accrue, if tuition is not paid within 5 business days of the due date.
15. When a member's outstanding balance of fees to the school exceeds 10 days, with no payment arrangement, the membership in the school is terminated.
16. Tuition is not refundable except as otherwise designated in this agreement.

OBLIGATIONS OF THE PARENT

17. The parent shall furnish all required paperwork prior to the child's first day of school.
18. The parent shall abide by all the rules and regulations of the school.
19. The parent or designated representative will act as a teaching assistant on scheduled days under the direction of a professional staff member. Assistants agree to abide by the standards of guidance set forth by the school. It is the understanding that no physical discipline or verbal abuse, including demeaning words to any child (including their own), is acceptable.
20. The parent is required to participate in Adult Education programs, including attending all scheduled meetings, whether day or evening.
21. The parent is required to perform service hours for the benefit of the school. Parents must complete a minimum of 18 service hours and must attend two facility clean-up days per school year. These hours are in addition to classroom and other meeting hours. Parents whose children attend only one day per week will be expected to complete a minimum of 9 service hours and must complete one facility care day per year.
22. The parent or designated representative shall bring the child to the school building, and upon arrival, wait for the health inspection and then sign in the child on the appropriate register.
23. The parent or designated representative shall sign the child out on the appropriate register before taking the child from the premises.

24. The parent shall notify the school in written form when someone other than those named on the emergency card form will be taking the child from the premises.
25. If the parent or designated representative is detained from picking up the child from school at the scheduled dismissal time, they agree to call the school.
After 15 minutes, emergency contacts will be notified and a monetary fine may be incurred. The late fee will be waived for the first incident of late pick-up. The fee thereafter, will be \$1/minute starting at the time the school day officially ends.
Repeated late pick-ups will be cause for dismissal from the school.
26. The parent shall see that the child is dressed appropriately when brought to school.
27. The parent shall notify the school of the child's possible exposure to a communicable disease within 24 hours of exposure.
28. The parent shall notify the school when a child is absent.
29. The parent is required to complete an Exit Form and submit that form to the school director at least 14 days prior to terminating their child's membership from the school. If said notice is not given, the parent will be penalized an amount equal to the cost incurred by the school for a substitute, plus fines for incomplete service hours and any other outstanding financial responsibilities.
30. The parent shall come to school conferences when asked to do so by a member of the school staff.

TERMINATION OF MEMBERSHIP

31. The following are some ways a membership may be terminated by the Board:

- When a member has an outstanding balance of fees due to the school that exceeds 10 days, and no arrangement has been made to pay that balance.
- Lewd, aggressive, intimidating, humiliating or any other inappropriate behavior by a child or adult to a child or when children are present.
- Lewd, aggressive, intimidating, humiliating or any other inappropriate behavior by a child or adult with any staff member, Board member, or school member.
- Any illegal activities, such as illegal drug sales or use, theft, etc.
- Non-compliance with the obligations, rules and regulations outlined in the SPP Member's Handbook and signed Admission Application.

Any situation that arises will be brought to the attention of the Board. In exercising its discretion regarding possible termination, the Board may require the child and/or the parent to attend a conference(s) with school personnel regarding the matters that potentially warrant termination. The child's parent may request a conference with school personnel regarding matters that potentially warrant termination, but the school shall have no obligation to grant any such request. In the case of dispute, the President of the Board of Directors will appoint an arbitration committee. The Board will make any decisions regarding membership status.

MODIFICATION CLAUSE

32. This agreement may be modified whenever any of the circumstances covered in this agreement change. Such modification may only be in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any conditions.

OTHER

33. The parties to this agreement are aware of the Department of Social Services' right to interview the child and school staff, and to inspect and audit all records maintained at the school, without securing prior consent from anyone. The parties are also aware of the licensing agency's right to observe the physical condition of any child, including conditions indicating any abuse, and the right to have a licensed medical professional physically examine the child.

I agree to cooperate with the general policies of the school and to perform the parents' obligations set forth in this agreement. I agree to abide by all the rules, regulations and manuals promulgated and provided by the school. My signature below indicates that I have read and understand this material and that all my questions have been answered.

Parent's Signature_____

Staff name_____ **Title**_____

Staff signature_____

Date_____