

# Sacramento Adventist Academy Early Childhood Education Center

5601 Winding Way Carmichael, CA 95608 (916) 481-2301 ext. 132  
License # 343616158

## ADMISSION AGREEMENT 2020/2021

This is an agreement between Sacramento Adventist Academy Early Childhood Education Center and (Parent/guardian)\_\_\_\_\_ for the care of (child)\_\_\_\_\_.

The parent/guardian agrees to the following as it relates to the services indicated below:

### RATE AND DESCRIPTION OF BASIC SERVICES:

_____	M-F	Full Day program, 7:00 AM – 6:00 PM	\$ 825.00
_____	M-F	Morning Program, 8:00 AM – 12:30 PM	\$ 675.00
_____	3 Full or Half Day Program	M Tu W Th F	\$ 675.00/525.00
_____	2 Full or Half Day Program	M Tu W Th F	\$ 550.00/475.00

### OPTIONAL SERVICES for enrolled children (as arranged with center director)

Extended/Drop In Care \$10 per hour up to a \$60 per day maximum

NON-REFUNDABLE REGISTRATION FEE (due at time of registration) \$100.00

### PAYMENT PROVISIONS

Your monthly tuition payment based on the rates above is \$\_\_\_\_\_, plus any corresponding fees for extended care, drop in care and late fees as applicable.

Monthly tuition is due on the 15<sup>th</sup> of each month. Accounts not paid by the 15<sup>th</sup> of the month and are past due by more than 30 days are subject to suspension of the child from preschool until the account balance becomes current or a decision is made on the part of parents or the preschool about the status of enrollment of the child.

## ADDITIONAL FEES

Late charges will incur when a child is picked up past their program time. For morning program children picked up past 12:30 or full day program children picked up past 6:00. The charges shall be \$1.00 per minute past pick up time.

Signing children in and out of our care is a State Law and provides for the safety of your child. So it is very important that you sign your child in and out of our care every day. Failure to comply will incur a \$10. fee per missed signature.

## RETURNED CHECKS

All returned checks will incur a \$50 charge. Returned checks must be redeemed with cash or cashier's check within 48 hours of notification. Two returned checks and/or a declined credit card will subject your account to a "cash only" basis.

## MODIFIED CONDITIONS

A 30-day advance written notice will be given to parents/guardians for any change in tuition rates or any changes to this admission agreement.

There is no monetary credit given for holidays, preschool closure dates and/or days absent due to illness, vacation, or otherwise. We do not allow make-ups for missed days or switching days for part-time children, due to absence, holidays, vacation or otherwise.

## REFUND POLICY

The registration fee of \$100 is non-refundable. (per SAA family)

If the school dismisses a child (in accordance with the Parent Handbook) a refund of tuition paid will be granted for the remainder of the month when the child is no longer attending. Parents must give a written 30 day notice before withdrawing from the program and are subject to all fees during that period.

## RIGHTS OF THE LICENSING AGENCY

Parent(s) guardians(s) attention is hereby directed to section 101200 of Title 22, Division 12 regarding Licensing rights: "Rights of Licensing Agency (Section 101200 (b) & (c). The Department of Licensing Agency has the authority to interview children or staff without prior consent. The licensee shall ensure that provisions are made for private interviews with any children or staff members.

The Department of Licensing Agency has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Section 101217 © and 101221 (d) (Please refer to the attachments). The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

The Department or Licensing Agency has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

## PARENT/GUARDIAN CONSENT

I/We have read and understood:

1. The terms and conditions listed above and agree that any failure on my/our part to comply with any terms of payment may result in my/our child being dismissed from preschool. We understand that any changes to the fees or policies will be given in writing with a thirty day notice.
2. That any changes in our contact numbers, email or home address will be notified to the preschool immediately.
3. That I/we have disclosed all relevant medical information about our child and will keep the preschool informed of any changes.
4. That I/we agree to allow our child to participate in preschool activities. If any of these activities involves excursions outside the preschool, prior notification will take place and require field trip consent forms.
5. That the preschool will ensure that only authorized persons as listed are able to collect my/our child.
6. If for any reason none of the listed authorized persons are able to collect my/ our child, I/we will contact the preschool and provide them with an alternative person. This person must be able to show identification before the child will be released. I/we understand that without this prior notification staff will refuse to release our child.
7. That I/we will provide medication as required and follow preschool procedure for medications by filling out appropriate form and notifying staff accordingly.
8. That I/we will notify the preschool in the case of sickness and understand that we cannot bring my/our child to preschool ill in accordance with the Parent Handbook Illness Policy. I/we understand that if our child is off for more than two weeks without notification he/she could lose his/her place.
9. That I/we must abide by the terms and conditions stated in the Parent Handbook.

I/we have read and fully understood his admission agreement and agree to be bound by it and any subsequent amendments as notified by Preschool.

Parent/Guardian Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_