



Sunol Glen Preschool

2025-2026 Admission Agreement

Date Rec'd _____
Chk # _____ \$ _____
Child's Name: _____

Please read carefully and initial beside each statement below. Failure to initial any statement will result in application being denied.

 RIGHTS OF THE STATE LICENSING AGENCY: The licensing agency has the right to enter/inspect the center, interview staff & children, inspect, audit, and copy childcare center records and observe the physical condition of the children as stated in Title 22 Section 101200.

 2024-2025 APPLICATION FEE: \$40.00

This is a non-refundable and non-transferable annual fee paid by all applicants and is due upon registration for your application to be accepted. This fee does not guarantee placement in the program.

 REGISTRATION FEE: \$150.00

This registration fee is due upon the acceptance of enrollment into the program, and is non-refundable.

 TUITION: First payment is due on August 1, 2025 and 9 more payments are due on the first day of each month, the last payment will be due May 1, 2026. You will not receive monthly invoices for your monthly fee since the same amount is due each month. No credit will be given for illness or vacation days. You will receive monthly invoices for Hourly Care/Late fees and additional fees you may accrue during the school year.

Monthly tuition is considered late **if we do not receive it by the fifth of the month that it is due (except for Aug. payment)**. Your account will be charged a \$25 late fee on the sixth day of the month. **Three late payments within a six-month period may be grounds for termination of services.** Late fees will not be waived for payments delayed by postal service or on-line banking services. Accounts past due twenty days will result in a suspension of services until the account is paid in full. **Accounts past due 30 days will result in termination of services.** Accounts must be paid in full by May 1, 2025 to avoid a suspension of services starting on May 6, 2025.

 PAYMENT: Online payments can be made through Brightwheel. We also accept personal checks, money orders, cashier's checks, and cash. Make checks payable to "**Sunol Glen School**" and write "**Preschool**" in the Memo area. If you have more than one personal check bounce, a money order, cashier's check, or cash will be required for all future payments. **All returned checks are subject to a \$35 fee** and late fees will be charged retroactively from the sixth (6th) of the month that the fees were due. Payments can be made in person at the school office or sent by mail to Sunol Glen School, Preschool Payment, 11601 Main Street, Sunol, CA 94586.

**Sunol Glen Preschool
2025-2026 Admission Agreement
(Continued)**

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_____ **PAYMENT CONT.:** Please keep your canceled check as proof of payment as **we do not issue receipts** except when a cash payment is made. We will gladly sign any Employer Childcare Reimbursement forms if needed within five (5) business days of us receiving it. **A courtesy statement regarding your total annual payment for childcare services will be provided within ten business days of us receiving a written request.**

_____ **LATE PICK-UP FEES:** Students must be picked up by our closing time at 3PM. After a five minute grace period a late fee of \$10 will be assessed and billed to your account. More than three late pick-ups within a 6-month period may be grounds for termination of services. For students with the 4:30 PM schedule: your student must be picked up by our closing time of 4:30 PM. Our late fees are based on our clock in the Preschool Classroom. Accounts will be billed a late pick-up fee **of \$25 and then \$10 per every 10-minute interval or portion thereof** for the first occurrence if the child is picked up after our 4:30 PM closing time. **The second and third time a child who is picked up late will result in a \$35 charge and a \$10 per 10-minute interval or portion thereof.** After the third late pick-up, you will be dismissed from the program.

_____ **SCHEDULE CHANGES:** Schedule changes are initiated by completing and submitting a “Change Request” form. **There is a \$35 fee per child for any set schedule changes.** A fourteen-day notice will be provided in writing by the parent/guardian for changes to The Hours of Care Contract. **All changes will be effective the first day of the following month.**

_____ **WITHDRAWALS:** If you plan to withdraw your child from Sunol Glen Preschool, written notification must be submitted to the Director at least two weeks in advance. The two weeks notification requirement is determined from the day that the notification is received. Your school account will be charged/refunded accordingly.

_____ **TERMINATION OF SERVICES:** The center may terminate a child’s enrollment if a situation arises and a reasonable solution cannot be agreed upon or achieved (i.e., behavior related, overdue balance of 30 days, needs of the child not being met, parents being disrespectful to staff, failure to provide center with current Emergency Contact information, failure to turn in State Licensing required forms, three late tuition payments, etc.). A two-week notice will be given if no immediate threat/danger is present for the other children and we are not in violation of State Licensing policies and procedures, otherwise immediate termination may be required.

_____ **ABSENCES:** Parents will send a text to 925-580-9306 before 8:15 am to inform the teachers that their child will be absent on the morning of their absence. Parents may also write future absences in the Parent Communication Book. There are no make-up days or refunds for any school days missed.

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(Continued)

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_____ **SIGN IN/OUT POLICY:** Parents/guardians must sign their child in and out each day with a full legal signature and the correct time. Failure to do so will result in a **\$15 charge per missing signature/time**. **This is a State Licensing requirement**. Only persons listed on your pick-up list will be allowed to leave with your child. Photo identification will be checked when a child is picked-up by someone who is unfamiliar to the staff.

_____ **SHEET AND BLANKET:** All Preschool students enrolled from 12:00 PM – 3:00 PM must have a **thin crib-sized blanket and crib-sized sheet** in their cubbies everyday which needs to be washed on a weekly basis as stated in Title 22 of the California Child Care Licensing Manual. **No quilts, oversized sheets/blankets or sleeping bags will be accepted**. There will be a \$10 charge for every day that the center needs to provide bedding for your child.

_____ **MEALS:** We provide a morning and afternoon snack that follows State Licensing, or you may provide a snack for your child. Your child will need to bring lunch from home as Preschool doesn't participate in the lunch program.

_____ **PHOTO AND VIDEO PERMISSION:** Parents understand that by enrolling in our program, it constitutes consent for Sunol Glen Preschool to use any photos and videos of our students and their families for publicity purposes. Including but not limited use in our brochures, banners, posters, our website, posts to our Facebook page, posts to our Pinterest page, etc... without payment to the participant.

_____ **IMMUNIZATIONS:** Proof of up-to-date immunizations must be submitted with application for application to be approved. Immunizations must be kept up to date throughout the school year.

_____ **HEALTH & WELLNESS POLICY AND FEE CHANGES:** In the event of an exposure or outbreak in the classroom Families will be notified immediately by the Director. We will continue to follow all guidelines set forth by our Community Care Licensing and Health Department. If we need to move into distance learning for the length of quarantine or until we are permitted to return to the classroom. The Fee schedule will remain the same during this time.

_____ **POLICY AND FEE CHANGES:** You will be notified 30 days in advance of all changes including, but not limited to tuition, fees, and policies.



Sunol Glen Preschool

Hours of Care Contract

2025-2026

Please initial next to the option that fits your needs.
All mid-year schedule changes are effective the first of next month.

Fees are based on the school calendar. Each payment is due on the 1st of each month starting on Aug 1, 2025 and ending May 1, 2026.

Preschool Full-Day with Extended Care
10 Monthly Payments (Aug-May)

_____ Mon - Fri 8:30 – 4:30 \$1538

Preschool Full-Day Program

_____ Mon - Fri 8:30 – 3:00 \$1250

Preschool Half-Day Program

_____ Mon - Fri 8:30 – 12:00 \$931

Sunol Residents Half Day Option

_____ 3 Day MWF 8:30-12 \$ 590.00

_____ 2 day TH 8:30-12 \$ 393.00

Diapering/Pull up service: \$150 a month

_____ I acknowledge that I will provide: Diapers/Pull-Ups and wipes for my child, and that a fee of \$150 will be added to my monthly tuition.

Initial:

_____ I will make 10 equal payments of \$ _____ starting Aug 1, 2025 and ending on May 1, 2026.

For students starting mid-year:

_____ I will make monthly payments of \$ _____ starting the first day of _____ (month) and ending on May 1, 2026. I understand that I will need to pay an additional prorated fee if I start mid-year.

Additional Care (Part time needing a Full Day)

All additional care outside of the Hours of Care Contract will need to be approved by the Director 24 hours in advance, and be based on availability. Your account will be billed at the hourly rate.

Child's Name _____ Age _____ Birth Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Email Address that is checked frequently _____

Please print clearly. All email correspondence will be sent to the email listed.

Desired Start Date _____ or _____ first day of school.