



ENROLLING YOUR CHILD



We're counting down the days until we can begin our journey together! We've confirmed your interest in our preschool and are excited to start the enrollment process to hold your child's spot. There's a lot of important information to exchange and gather as we get started, and we'll guide you through each step to make it as easy as possible.

WHAT'S NEEDED:

- Complete and return the Admission Agreement.
- Pay the pre-enrollment fees within 48 hours of accepting a spot.

Enrollment Deposit: To reserve your spot, a non-refundable payment of \$600 is required. This includes a \$100 annual registration fee and a \$500 deposit, which will be applied to your child's final month of tuition.



LICENSE NUMBER: 493010694

**TO BEGIN ENROLLMENT, PLEASE CONTACT
NICOLE@STORYBOOKVILLAGEPRESCHOOL.COM.**



Child's Name:	DOB:	Address:
Parent's Name:	Cell Phone:	Email:
Parent's Name:	Cell Phone:	Email:

Storybook Village Preschool (Facility #493010694), referred to in this agreement as the "Preschool," is a child care center licensed by the California Department of Social Services to provide Child care for up to 30 children. For this purpose, child care means non-medical care for children in need of personal services, supervision, age-appropriate activities, and education. The Preschool accepts children from ages two years old to before kindergarten. We, _____ (name[s], Legal Parent(s)/Guardian(s) referred to collectively as "Parent") of _____ (Child's name) ("Child") agree to comply with the following rules and regulations of Preschool beginning on _____.

Services Offered: The Preschool is a state-licensed preschool open to any child, regardless of race, sex, or religious background. The Preschool provides a Reggio-inspired, emergent curriculum for children ages 2 to 5 Monday through Friday, from 8:00 am to 4:30 pm. We are devoted to providing a relationship-driven, stimulating, hands-on learning environment for children to learn friendship and life skills. The Preschool has year-round enrollment. Admission and schedules are based on availability.

There are no optional services offered at this time.

Scheduled Attendance: The child care service starts on _____ in the preschool program. The contracted days are _____ from _____ (time). Changes to the agreed attendance schedule must be made in writing and approved by the Director. The Preschool also requires the signing of a new Admission Agreement for approved schedule changes.

Tuition Schedule and Fees: The monthly tuition is _____, which includes Extra Care hours if space is available. The first month's tuition will be prorated depending on the starting date.

Deposit Amount received: _____ Date: _____ Check #: _____ ACH Form Completed _____

COMMUNITY CONNECTIONS

- ☐ Yes, please add our email to the Family Directory. Sharing contact information is a great way to help parents/guardians coordinate their playdates and connect with other families.
 - ☐ Yes, please share photos and videos of my Child's learning experiences occasionally on the School's social media pages. The Preschool will not share the children's names.
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TUITION AND FEES

- The monthly tuition is due on the 25th of the month before the upcoming month's care. If the 25th falls on a weekend, holiday, or school closure, tuition will be due and processed on the preceding business day.
- If tuition is not paid by the end of the business day, it is considered "late" and will result in a \$50 late fee being added to your account. Late or non-payment of fees is sufficient to terminate services immediately.
- There are no tuition reductions or credits for planned or emergency closure days, illnesses, or absences. Tuition and fees WILL NOT be adjusted:
 - Due to a family vacation, sickness, or any other absence.
 - Due to unforeseeable circumstances (i.e., wildfire, earthquake, illness breakout, etc.)

Payment Methods

- ACH payments are set up through Tuition Express. The Preschool sets the recurring date for the payment to the 25th of each month.
- Submit checks in the TUITION BOX by the 25th of the month near the office entrance. Please do not hand payment to the program director or teachers to avoid misplacement of checks.

Late Pick-up Fee: If the Child is picked up after their scheduled pick-up time, there will be a \$20 fee for every 15 minutes. The late pick-up fee is not equivalent to an agreement to provide after-hours or before-hours service, nor will it apply toward tuition. Frequent late pick-ups are grounds for termination from Preschool.

Return Payment Fee: A \$50 service charge will be charged for a returned/bounced check or ACH payment. Parents may be asked to pay tuition in cash or a cashier's check if there is a history of frequently returned/bounced checks.

Non-Refundable Deposit and Fees: Parents are required to pay the Preschool a \$600 non-refundable deposit at the time of enrollment to hold a child's place when a start date is agreed upon. Waiting list application fees and pre-enrollment fees, including the deposit and registration fees, are nonrefundable.

Refunds: When a written 30-day notice is provided to the Preschool, the \$500 deposit is applied to the Child's final month of tuition. The final 30 days are expected to be paid regardless of the Child's attendance. The Parent must pay the difference to the Preschool if the outstanding fees exceed the deposit. If the Parents have prepaid, in which case, the Preschool will deduct those fees from the deposit and refund the difference to the Parents on the last day of the 30-day notice.

If, at the time of termination by the Preschool, the Parent has paid the Preschool more fees than owed to the Preschool, the excess fees will be refunded, excluding the non-refundable enrollment fees. Further, the Parent's deposit will be

applied to the Parent's outstanding fees, in which case the Preschool will deduct those fees from the deposit and refund the difference to the Parent.

Annual Registration Fee: A \$100 yearly registration fee is required for returning families during re-registration, which takes place annually from January to March.

Walking Field Trips: The Preschool will take children on periodic walking field trips in the neighborhood. Parents must sign a field trip form to permit the Preschool to take their children on the field trips. There may be a fee to enjoy a treat at a local business, such as Yogurt Time.

SCHOOL CLOSURE DAYS AND CALENDAR

At the beginning of each school year, the Preschool provides families with a calendar of the days that the Preschool will be closed. The planned school closures are subtracted from the annual budget, so each family's monthly tuition must be paid to sustain operating days.

The Preschool reserves the right to the following, with an appropriate notice given to the families:

- Close the School, revise the school calendar, and determine instructional times and schedules
- Determine staffing needs, modify faculty and staff schedules and responsibilities, and terminate services

The Preschool follows the local school district closures for holidays, including the following planned closures:

- **Minimum Days:** Early closure at 12:30 pm on the second Wednesday of each month for professional learning
 - **Seasonal Breaks:** Closed for a total of four weeks, which are scheduled separately in the winter, spring, and summer
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TRIAL PERIOD AND WITHDRAWAL/TERMINATION OF CHILD CARE

One-Month Trial Period: Families are given a one-month trial period to determine if Storybook Village Preschool is the right fit for their Child and family. During this one-month trial period, the Preschool will also determine whether or not the School can meet the Child's needs while determining the needs of the currently enrolled children. Before the trial period ends, the Preschool and Parents will discuss whether to continue services beyond the one-month trial period. The withdrawal and termination notice requirements below are not applicable during the trial period.

Withdrawal from Preschool by Parent: The Parent must give the Preschool at least 30 days written notice of withdrawing the Child from Preschool. If the Parent fails to give the Preschool 30 days' written notice of their intent to withdraw or the notice is not provided, the Parent will still be charged for one month's tuition from either the Child's actual last day at the Preschool or the day the notice of withdrawal is given to the Preschool.

Termination by Preschool: Preschool reserves the right to terminate services for any reason with two weeks' written notice. Some common reasons for the termination of services beyond not being able to meet the Child's needs and behavioral concerns requiring additional support staff include but are not limited to:

- If monthly tuition fees are not paid in full or are frequently late
- If the Child is picked up late frequently

- If parents fail to adhere to the Preschool policies, procedures, or agreements
- If a parent exhibits unprofessional and disrespectful behavior toward staff, children, or other parents
- If a parent fails to provide or sign the required school forms and documents

Immediate Termination: Preschool reserves the right to terminate services immediately if, in the sole judgment of Preschool staff or administrators, a child's or a Parent's behavior poses a significant threat to the physical or mental health or well-being of one or more of the other children at the Preschool, Preschool staff, or other persons on Preschool premises.

PROGRAM POLICIES & PROCEDURES

Family Handbook: The Parents have seen and read the Preschool Family Handbook and agree to abide by all its policies and procedures. Below are the non-negotiable agreements and policies that can be found in the Family Handbook:

Health and Safety Related:

- If the Child comes to the Preschool and shows symptoms of illness, the Parent will take the child home or be called to pick up the Child within one hour.
- The Child will be isolated from the other children until picked up by the parent/guardian as soon as possible.
- The Child may return symptom-free without medication after 24 hours (the entire following school day) of exclusion. Some symptoms or illnesses require a more extended exclusion.
- Medication will NOT be administered to the Child by the Preschool except for a prescribed EPI-PEN, Asthma treatment (IMS Plan required), diapering cream, and sunscreen/block.
- Parents will be immediately notified if their Child is ill or seriously injured.
- The Preschool will make prompt arrangements for any medical treatment.
- Smoking and vaping are prohibited on the premises.
- All staff members are mandated to report any suspicion of child abuse/neglect.
- The Child must be clocked/signed in and clocked/signed out daily by the Child's parent/guardian. Full signature and the time of day are required.
- If the Preschool is not familiar with the authorized pick-up person, the teachers will ask to see identification. All authorized pick-up people must be approved in writing by the legal guardians.
- Parking lot safety tips are shared with the Parents. Parents are respectful of the business neighbors' parking signs and the traffic flow.

Discipline & Guidance:

- Guidance is free of corporal punishment, pain, humiliation, or intimidation.
- Toys are not allowed at the Preschool. Parents are encouraged to write their Child's name on all clothing and personal belongings; the Preschool shall not be responsible for lost or broken items.
- Parents must participate in informal conversations and meetings between their family and the Preschool to discuss concerns, successes, strategies, etc.
- If there are behavioral concerns, a conference with the family, teacher, and Director to brainstorm, problem-solve, and identify home-school supports and community resources may be needed
- If individualized home-school strategies are unsuccessful in supporting a child's positive behavior at the Preschool, then the following are the steps in moving forward to ensure the Child's needs are met:
 - Alternative programs that will more effectively meet the Child's needs will be explored, and

- Transition and separation from the Preschool in the best interest of the Child and family will take place with the proper notice from the Parents or the Preschool.

Nutrition:

- Outside food is not allowed.
 - The Preschool will provide snacks and healthy lunches for the children daily.
 - The School is a nut-free facility.
 - Prohibited foods include candy, high sugar and highly salted snacks, cookies, etc.
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LICENSING

The Preschool honors the Rights of the Licensing Agency [CCR, Title 22, Section 101200]. The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535. The Health and Safety Codes enforce the following Regulations:

- All site visits shall be unannounced.
- Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act. (Section 1596.852)
- The Department 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 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 Sections 101217(c) and 101221(d).
- The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

AGREEMENTS & MODIFICATIONS

Modification/Amendment of Admission Agreement: Preschool reserves the right to modify and/or amend this Admission Agreement upon thirty days' written notice, provided, however, that any changes in the government-subsidized reimbursement rates shall be effective immediately and do not require any prior notice to the Parent. Modifications or amendments to this Admission Agreement do not require the Parent's consent.

Entire Agreement: This agreement, together with those documents specifically incorporated herein by reference, contains the entire agreement and understanding between the parties as to the subject matter hereof.

Invalid Provisions: The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

Waiver: No right under this contract shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement

must be in writing and shall not be a waiver of any other default concerning the same or any other provisions of this agreement.

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

The Undersigned Have Read and Understand This Admission Agreement:

Parent's Name: _____ Signature: _____ Date: _____

Parent's Name: _____ Signature: _____ Date: _____

Director's Name: _____ Signature: _____ Date: _____



STORYBOOK VILLAGE PRESCHOOL

Dear Parents/guardians,

If you would like the ability to pay your preschool tuition online at any time, please sign up for Tuition Express (a division of MyProcure). The application is attached. Please note: You must first be signed up for MyProcure to utilize Tuition Express.

We recommend that you use the Bank Account payment option as there is no charge for this service. Money will be transferred directly from your checking account into your SVP MyProcure account using electronic funds transfer (EFT).

If you would prefer to use the debit/credit card option, you will be charged a 2.7% online tuition fee for each transaction.

Use the attached form to sign up for Tuition Express. The application will allow you to choose to:

- a. Make quick online payments using your saved information (credit/debit card or bank account) at any time. Simply sign up and check the "Allow Online Pay" box. The fees are mentioned above.
- b. Allow SVP to automatically withdraw the weekly balance due from your account. Simply sign up and check the "Allow Auto Pay" box on the Tuition Express form. The fees are mentioned above.

Every payment, whether initiated by you, or by SVP, will post automatically to your Account's Ledger Card.

Please sign up for MyProcure, the free online portal to access your account information, balance due and recent payments. Access is granted by using the email address you have on file with SVP.

For more information about Tuition Express, visit <https://procaresupport.com/tuitionexpress-com-for-parents/>.

Please call us at 707-843-7704 or email nicole@storybookvillagepreschool.com if you have any questions or need help getting started.

Storybook Village Preschool, MyProcure & Tuition Express





Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) Storybook Village Preschool, Inc. to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #	
Address	City State Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Authorized Signature	Date	

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of:	Attach Voided Check Here	\$
	Deposit slips not accepted	Dollars
123456789	1800339	0226
Routing Number	Account Number	Check Number

A service of

