

Petite Sorbonne Preschool

319 E. Santa Inez Avenue / San Mateo / CA / 94401

ADMISSIONS AGREEMENT

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This "Admissions Agreement" is a required form by the Department of Social Services and has been created with specific mandatory regulations and guidelines. Petite Sorbonne Preschool staff and the parent/child's authorized representative shall jointly complete this current individual written "Admissions Agreement" for each child. This documentation will be maintained at the child care center and will be available for review.

Child's Full Name: _____ Sex: _____ Birthdate: _____

Enrollment Start Date: _____

This "Admissions Agreement" must be signed and dated no later than seven (7) calendar days following admission or with any changes in your child's schedule.

Any modifications to the original "Admissions Agreement" will require a new "Admissions Agreement", as warranted, which must also be signed and dated accordingly.

The original copy of this form will be maintained in the child's school file and a copy will be given to the parent/child's authorized representative. All parties involved shall comply with all terms and conditions set forth in this "Admissions Agreement" and conditions/policies set for Petite Sorbonne Preschool.

I). TUITION AGREEMENT

Basic services include full time and part time schedules. Please circle attending days/session:

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM
F/T	F/T	F/T	F/T	F/T

The monthly tuition for my child's preschool schedule is _____ (see current "Tuition Policy").

As stated on the "Tuition Policy", tuition is charged on a monthly basis. Tuition is due on the 01st of each current month, unless payments are made in equal installments on the 01st and the 15th (with prior arrangement with the owners). Tuition must be paid in full by the 15th of each current month. Tuition not paid by the due date is subject to a late charge. Please make checks payable to: **Petite Sorbonne Preschool.**

I have read and understood these conditions of this "Admissions Agreement," as well as Petite Sorbonne Preschool's philosophy and school policies.

Please sign/date understanding PAGE 1 of 2 of this "Admissions Agreement":

Signature: _____ Date: _____

(Signature of parent/child's authorized representative)

A Center for Early Childhood Excellence

650 - 347 - 8510

Website: www.psp san mateo.com

E-mail: pspsanmateo@gmail.com

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I). TUITION AGREEMENT (Continued)

Every child has a set schedule for the month. There are no allowances for absences for any reasons, whether an absence from illness or a scheduled vacation, as our teachers are scheduled and activities are coordinated with your child's attendance planned. There are no make-up days or traded days for any days missed. The Drop-In schedule is only available for children currently enrolled in our program, subject to space availability on any given day (see current "Tuition Policy" for current Drop-In rates).

Any tuition rate changes will be given to the parent/child's authorized representative at least 30-calendar days prior to new Tuition Policy effective date.

Agreements involving children whose care is funded at government-prescribed rates may specify that the effective date of a government rate change shall be considered the effective date for basic service rate modifications and that no prior notice is necessary.

II). REFUND AGREEMENT

As stated in the "General Conditions Summary", only enrollment termination during the first two (2) weeks of a probation period is there any type of refund policy.

III). TERMINATION AGREEMENT

If your child behaves in any type of harmful conduct, we will set firm, but, caring limits. We will follow our "Unsafe Behavior" guidelines as we need to ensure the safety of all our children while at school. For the safety of all concerned, continued inappropriate behavior may result in dismissal of your child in our program, which will terminate this and all agreements with Petite Sorbonne Preschool.

Per words of the Department of Social Services: *The "Admissions Agreement" shall be "automatically terminated by the death of the child. No liability or debt shall accrue after the date of death."*

The Department of Social Services has the right to periodically make unannounced inspections to assure the well-being of all at the facility. We welcome their visits as we should always be in compliance with their regulations. Included in their inspection is their right to discuss, face-to-face, with any child, anything regarding care in the facility. If ever your child was in contact with the Department of Social Services, you will be informed.

I have read and understood these conditions of this "Admissions Agreement," as well as Petite Sorbonne Preschool's philosophy and school policies.

Please sign/date understanding PAGE 2 of 2 of this "Admissions Agreement":

Signature: _____ Date: _____
(Signature of parent/child's authorized representative)

** A copy of this "Admissions Agreement" will be given to the parent/child's authorized representative. **

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