

Huntley Preschool

“There’s a Seed in Every Child Ready to Blossom”

ADMISSION AGREEMENT

HUNTLEY PRESCHOOL, (hereinafter referred to as the “center”) is a private child care facility licensed by the California Department of Social Services, Community Care Licensing Division, pursuant to sections of the California Code of Regulations, Title 22, Division 12.

A. Basic Services

The center shall provide the following basic services for

Name of Child	Date of birth
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Whose parent or guardian is

Name of Person Enrolling Child	Relationship
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B. Days of Attendance

1. Full-day program between 8:30 A.M. to 5:30 P.M. for _____ days per week as prearranged, excluding days the center is closed.
2. The child shall be furnished a healthful mid-morning snack. Such a snack shall also be furnished mid-afternoon for children who are at school after 3:30 P.M.
3. The child shall be given assistance with personal care as needed.
4. The child shall be provided with an opportunity to nap between 1:00 P.M. and 3:00 P.M. on a cot provided by the center.
5. The child shall be placed in a group or peers based on age and/or special needs as determined by the staff.
6. The child shall be involved in a program of play and learning experiences that are appropriate for the ages of children enrolled in the center. A balance of active and quiet play is provided for, with individual and group activities geared toward emotional, social, physical, aesthetic, and individual growth of young children.

7. The center 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, guardian, or designated representative of the child's parents or guardians. The center shall retain responsibility until the child is signed out by a parent, guardian, or designated representative of the child's parents or guardians.
8. The center shall not administer physician-prescribed medication or nonprescription medication. Parents must arrange for any such medication to be administered by a parent, guardian, or designated representative of the child's parents or guardians.
9. The center shall give appropriate first aid to hurt children. A parent or guardian shall be contacted if it is the judgment of the staff that immediate medical attention is necessary. If it is further the judgment of the staff that the injury is of an emergency nature, paramedics shall be called to the center and a parent or guardian shall be contacted.
10. An ill child shall be isolated and given appropriate care until called for by a parent, guardian, or designated representative.
11. The center shall notify the child's parents or guardians of a suspected exposure to a communicable disease.
12. The center shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
13. The Director or any other staff members shall report to Children's Protective Services and the licensing agency as required by the state Penal Code any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

C. Payment Provisions

In accordance with the statement of fees in the Parent Handbook

1. **A nonrefundable registration fee of \$750.00** shall be paid upon enrollment.
2. **A nonrefundable deposit of one month of tuition** is required to secure a space for each child.
3. Tuition shall be paid on a quarterly pay schedule. This payment is made on the first day of the months of September, December, March and June. Bills are overdue on the 3rd day of the month, following which the account shall be considered delinquent.
4. Refunds of unused tuition and fees shall be given if this agreement is terminated, as provided for in Section (F), so long as a proper 30 day written notice is given.
5. No credit shall be given for days the center is officially closed. Tuition is the same for each month.

6. \$100 Annual Material's Fee will be due by March 31st in order to secure space for the following school year, as provided for in section (D).
7. \$25 Diaper Changing/Potty Training Fee will be paid monthly directly to the potty training teacher.
8. **Yearly tuition increases take place each January. Tuition increase will be an additional \$50/month added to your current tuition price.**

D. Continued Enrollment for Following School Year

1. September is the start of the school year.
2. Currently enrolled students who wish to continue at Huntley for the following school year must confirm the space by March 30th.
3. Space is confirmed by filling out a continued enrollment form (which will be provided by the director) and paying a \$100 materials fee.
4. Modifications to the child's schedule for the upcoming school year should be discussed with the director at this time.

E. Obligations of Parents or Guardian

1. A parent or guardian shall furnish requested medical information not more than ten days after enrollment.
2. A parent, guardian, or designated representative of the child's parents or guardians shall bring the child to the center building upon arrival, wait for a health inspection, and then sign in on the appropriate register.
3. A parent, guardian, or designated representative of the child's parents or guardians shall sign the child out on the appropriate register before taking the child from the premises.
4. The parents or guardians shall notify the center when someone other than those named on the emergency information form will be calling for the child.
5. The parents or guardians shall provide the child with a nutritious lunch if the child is to be at the center after 12 noon.
6. The parents or guardians shall provide appropriate bedding to use during nap periods if the child stays at school after 1:00 P.M.
7. The parents or guardians shall see that the child is dressed appropriately when brought to the center.
8. The parents or guardians shall notify the center of the child's possible exposure to a communicable disease.
9. The parents or guardians shall notify the center when the child is absent.

10. The parents or guardians shall give a 30 day written notice in case of withdrawal from the program.
11. The parents or guardians shall refrain from reprimanding children of other families while on the premises.
12. The parents or guardians shall come to the center for conferences when asked to do so by a member of the center's staff.

F. Termination of the Agreement

This agreement shall be terminated if any one or more of the following occur:

1. Death of the child.
2. Serious illness of the child, preventing attendance.
3. The parents or guardians of the child allow their account to become delinquent.
4. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations, or manuals promulgated or provided by the center.
5. The center in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
6. The center in its sole and unfettered discretion determines that it is not in the best interest of the program or other children enrolled at the center to have the child in attendance.
7. Failure of the child's parents or guardians to cooperate with the center which the center determines in its sole and unfettered discretion is serious enough to warrant termination.

Procedure

In exercising its discretion under number 4, 5, 6, and 7 above, the center may require the child and/or the child's parents or guardians to attend conference(s) with center personnel regarding the matters that potentially warrant termination of the agreement. The child's parents or guardians may request a conference with center personnel regarding the matters that potentially warrant termination, but the center shall have no obligation to grant any such request.

The center's Director or staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this agreement.

G. Modification Clause

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modification may only be made 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 condition. At least 30 days' advance notice will be given prior to any rate change.

H. Other

This provides that:

The parties to this agreement are aware of the L.A. Northwestern Child Care's right to interview the child and the center staff, and to inspect and audit all records maintained by the center, without securing the prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a licensed medical professional physically examine the child.

Admission Agreement Receipt

Signature to Agreement

For services listed in this agreement, and in accordance with the terms of this agreement, I agree to pay Huntley Preschool the monthly sum of _____ . I further agree to pay the registration fee of \$750.00. I agree to cooperate with the general policies of the center; to perform the obligations of parents and guardians set forth in this agreement; and to abide by the rules, regulations, and manuals promulgated and provided by the center. My signature below indicates that I have read the terms of this agreement and the rules, regulations, and manuals promulgated and provided by the school. It further indicates that I have had this material explained to me and that all my questions have been satisfactorily answered.

Printed Name of Parent or Guardian

Director

Signature of Parent or Guardian

Dated: _____

Dated: _____

Child's Name _____ D.O.B. ___/___/___

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Parent or Guardian Name _____

Address _____

Phone Number _____

E-Mail Address _____

Payments

Payments can be made via check or Zella

1. For check payments please make out to Huntley Preschool for the registration fee of \$750 and the tuition of \$1750 for the first month. The total of \$2500.
2. For Zella payments, please register the account as West Hollywood Huntley Preschool and make a payment of \$2500 for the registration fee of \$750 and the tuition of \$1750 for the first month to 323-970-8765.