



Preschool Admission Agreement

This agreement is entered into on _____ (date) between Pasitos School, LLC, and _____, parent/guardian of _____ (child's name).

Service and Payment Provisions - The parent/guardian agrees that he/she is contracting for the service(s) for the days and times as indicated below at an annual registration fee of \$_____ per child and tuition of \$_____ per month.

Please clearly mark service(s) and circle days of attendance.

_____ **Full-Day, 7:45am-5:30pm on (circle days)** at the monthly rate of \$_____.

Monday	Tuesday	Wednesday	Thursday	Friday
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_____ **Half-Day, 3 Hours (circle days)** at the monthly rate of \$_____.

Half-Day is 9am-12pm.

Monday	Tuesday	Wednesday	Thursday	Friday
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_____ **PM Extended Care (circle days)** at the monthly rate of \$_____.

Hours available are 12pm-5pm.

	Monday	Tuesday	Wednesday	Thursday	Friday
Extended Care Hour(s)					

_____ **AM Extended Care (circle days)** at the monthly rate of \$_____.

Hours available are 7:30am-9am.

	Monday	Tuesday	Wednesday	Thursday	Friday
Extended Care Hour(s)					

Annual registration fee is \$130 per child or \$65 per additional child in the family if siblings have at least a six month overlap of attendance. Positive Discipline training is \$180 per family.

Hourly drop-in and vacation-day drop-in are available. Please schedule drop-in at least 24 hours in advance and see posted drop-in rates.

Late pick up fee is \$10 per 15-minute interval. Please arrive no later than your assigned pick-up time to greet your child and collect his/her belongings. Pasitos closes at 5:30pm. Late pick up fees at the end of the day (5:30pm) are \$20 for 1st 15-minute interval (5:31pm to 5:45pm) and \$10 for each 15-minute interval after 5:45PM.
_____ (*initial*)

Tuition for the first month is due on your child's first day of attendance. Monthly tuition thereafter is due and payable on the first day of the month unless other written arrangements have been made with Pasitos. Half-day student's school year tuition is paid out in 10 full-months (mid August through mid-June). Lump sum annual payment and semi-annual payment options are available. **No discounts or refunds are given for missed days, holidays, or staff in-service days.** _____ (*initial*)

Summer tuition is calculated separately and is due and payable on the first day of the summer session. Full-day students will be billed monthly.

Payments can be made with a check or cash in person.

A late payment fee of \$25 will be imposed on any unpaid balance on the 5th day of the month or the day before if the 5th day lands on a holiday or weekend.

Returned checks will be subject to a \$37 fee per occurrence.

Modification of Attendance Schedule - I agree to provide Pasitos at least a 30-day written notice if I request a decrease of hours or days or if my child will be temporarily or permanently withdrawn from the program(s). A month's tuition will be accepted in lieu of the 30-day written notice. _____ (*initial*)

No withdrawal or decreased change to enrollment is accepted for May 1 thru June 30. June enrollment is expected as part of the complete school year for preschool.
_____ (*initial*)

Modification of Conditions - Pasitos will provide at least a 30-day written notice with change to the payment policy and tuition and fee pricing.

Termination Conditions by Pasitos with No Refunds - Pasitos reserves the right to dismiss children without advance notice at the discretion of the owner/director with no refund for the following reasons.

- If parent/guardian is unable to follow the guidelines contained in the handbook
- If the child is repeatedly abusive to another child or staff member
- If the child appears ill, over fatigued, or not developmentally ready for our program

- If the parent/guardian has not paid the agreed upon tuition and fees or has been late on payment more than twice in a six-month period
- If the parent/guardian uses verbal or physical abuse toward a child or staff on the school grounds or toward staff anytime on or off school grounds
- If there is a lack of cooperation from the child's family

Termination Condition by Pasitos with Refunds - This agreement may be terminated by Pasitos if it has been determined that the program is unable to meet the needs of the child.

Rights of the Licensing Agency - I understand that the State of California Community Care and Licensing Agency has the authority to interview children or staff without prior consent; to inspect, audit, and copy children's records; and to observe the physical condition of the children.

Basic Services - I have received and read a copy of the Parent Handbook and agree to all facility operating policies and procedures as described within. I have received and read through my rights as a parent/guardian and the rights afforded to my child.

A completed enrollment packet must be submitted to the administration prior to school attendance. This enrollment packet includes identification and emergency information. I understand that my child is required to have certain immunizations and a medical assessment, including TB clearance, as part of the enrollment packet. I further understand that all enrollment information will be kept confidential. In addition, the licensing agency has the right to review all enrollment information and to discuss matters with my child and myself. Changes to the handbook can be made by the administration at any time and notice will be given.

Pasitos reserves the right to modify any of the conditions of this agreement and provide written notice to the parent/guardian.

Parent/Guardian Signature	Pasitos Director Signature
Date:	Date:

File original in child's file. Give parent/guardian copy. Revised 3/15/22

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