



Admission Agreement
Effective June 1, 2024

St. Clare's Preschool
3350 Hopyard Road
Pleasanton, CA 94588

(925) 462-0938

director@stclairespreschool.org, admin@stclairespreschool.org

www.stclairespreschool.org

St. Clare's Preschool Tax Identification number: 94-3108531

California Department of Social Services Community Care Licensing: Facility #010212344

Child's Name: _____ Date of Birth: _____

Parent's/Guardian's Name(s): _____

Address: _____

Cell Phone Number: _____ Primary email: _____

Primary Person Responsible for Payment: _____

Description of Basic Services:

St. Clare's Preschool serves children from age 2 to 5 years old. We are open five days a week, from 7:00 am to 6:00 pm. The program has a preschool component from 9:00 am to 3:00 pm, and a before- and after-care component from 7:00 am to 9:00 am, and from 3:00 pm to 6:00 pm. We serve children of all faith traditions. There is a short, Christian-based Chapel time once a week.

Preschool Schedule:

I understand that my child, _____ (name) is contracted, per this agreement, to attend preschool at the following days and times (please check agreed schedule):

- Monday to Friday, Full Day, 7:00 am to 6:00 pm
- Monday to Friday, Part Day, 9:00am to 3:00 pm
- Monday/Wednesday/Friday, Full Day, 7:00 am to 6:00 pm
- Monday/Wednesday/Friday, Part Day, 9:00 am to 3:00 pm
- Tuesday/Thursday, Full Day, 7:00 am to 6:00 pm
- Tuesday/Thursday, Part Day, 9:00 am to 3:00 pm

Tuition and Fees:

Tuition is due on the 1st of each month and is considered late on the 10th of the month. We offer electronic tuition payment through **Tuition Express**. Families are encouraged to make automatic electronic tuition payments from your checking or savings account, or by credit card (credit card payments are subject to an additional processing fee). Tuition will be billed monthly. St. Clare's Preschool will process tuition payments through Tuition Express on the 5th of every month (or the next business day if the 5th falls on a weekend or holiday). In August, prorated tuition for the first month of the new school year will be charged on the first day of school. If you choose not to enroll in Tuition Express, a tuition invoice will be emailed to you and payment is due upon receipt.

- **Year-round Program:** St. Clare's Preschool provides a year-round program. We do not offer tuition breaks for vacations or time away from St. Clare's Preschool. For continuing students, if you choose to withdraw your child from St. Clare's over the summer, we cannot guarantee a spot for your child in the fall. You may guarantee a fall spot by paying through the summer for our shortest schedule (Tuesday/Thursday Part-Day), even if you are unable, or choose not to attend over the summer. If you choose to withdraw from St. Clare's for any other period of time (vacations), we cannot guarantee a space for your child when you return. Ability to enroll when you return is based on availability at the time of the request. Families may withdraw their children any time of the year.
- **Registration Fee and Tuition Deposit:** The one-time non-refundable registration fee is \$200.00 per child. The half-month tuition deposit will be charged at registration; this deposit is refundable when you withdraw from the Preschool with two weeks' notice. The Registration Fee and the Half Month Tuition Deposit, and a completed registration form with the director's signature will secure a place for your child.
- **Delayed start date:** Children who are admitted and enrolled, but who are not eligible to start on the first day of preschool, must pay full (100%) tuition to hold their spot from the first day of the school year until they are eligible to attend.
- **Multiple Child Discount:** A tuition discount of 10% will be given to the second and additional children enrolled from the same family attending during the same school year.
- **Annual Supply Fee:** Each family will be charged an annual supply fee of \$175.00 per child, payable in September. This fee is prorated monthly for families enrolling after September. No refunds will be given for early withdrawal.
- **Family Service Fee (annual):** Each family will be charged a \$100 Family Service Deposit per child, payable in October. Families are asked to volunteer for five (5) hours of service per child, per school year. This fee is prorated for families who enroll after October. Alternatively, families can opt out of family service hours and leave the \$100 with the school. For those choosing to volunteer, parents or other family members may select from a wide variety of activities such as workdays, classroom assistance for special events, fundraising events, field trips, washing towels, shopping etc. Once the hours are completed, the deposit will be refunded (partial refunds will be given). No refunds will be given for early withdrawal.

Changes of Schedule:

Any request for a change of scheduled days or times must be submitted in writing to the Director(s) for approval. Requests will be honored based on availability at the time of the request.

Unscheduled Late Pick Up:

All unscheduled late pick-ups (after 3:00 for part-day children, and after 6:00 for full-day children) will be

charged a late fee of \$10 per child for the first five minutes, and \$1 per additional minute after that. These charges will be added to your next tuition invoice. If a family has more than two (2) unscheduled late pick-ups, the above late charges will be doubled for the remainder of the school year. If there are four (4) or more unscheduled late pick-ups during the school year, the family will be required to change their child's schedule to full-day effective immediately (if space is available), or to withdraw their child from St. Clare's Preschool.

For Part-day children: Children picked up after 3:00 PM require the Director(s) to remain with your child. Your child will wait alone with the Director(s) until you or your emergency pick-up person signs your child out.

For Full-day children: Our center is closed (according to our license) at 6:00 PM, and our staff is off duty. Children picked up after 6:00 PM require the Director(s) to remain with your child. Your child will wait with the Director(s) until you or your authorized pick-up person signs your child out. If you have not notified the preschool of your late arrival, we will attempt to contact you and the people you have indicated on your authorized pick-up list. In the very rare occasion that we are unable to reach you or anyone on your emergency contact or authorized pick-up lists, we will contact the Pleasanton Police Department for emergency care after 6:00 PM.

Food:

Some students have life-threatening allergies. St. Clare's Preschool is a "nut-free" facility. Please check all processed food items packed in lunches to make sure they are nut-free, and are not "processed in a facility that also processes nuts."

Food Safety: *Grapes, cherry tomatoes, hot dogs, popcorn, and carrots are considered choking hazards for young children. We ask that you cut these items into lengthwise quarters when you prepare your children's lunches at home.*

Snacks: Each child is offered a morning and afternoon snack at St. Clare's. Snacks consist of items from at least two of the four basic food groups. Our snack menu is distributed to families monthly.

Lunch: Lunches need to be brought from home each day (NO nut ingredients, please).

Holidays and Closure Dates:

The preschool is closed for the following days each year: 10 holidays + 4 teacher workdays + 7 or 8 days for Christmas break). The dates are listed on the 2024-25 School Calendar. The preschool is open all other weeks of the year.

Signing In and Out:

Your signature (or permitted electronic signature) signifies the legal transfer of the child to the care of the preschool, and back to you at the end of the day. Childcare Licensing requires that children must be signed in when brought to school and signed out when picked up. Signatures must be *your full legal name, no initials please*, and the time must be noted. The school can be cited and fined by Licensing if children are not signed in or out.

We use the ProCare Parent Engagement App (with QR code or a personal PIN) to sign children into and out of school. If you have forgotten to sign in or out, we will contact you to return to school and check your child in by scanning the QR code. If it happens a second time will send a second reminder email. Thereafter, as well as an email reminder, we will add a \$30 fee to your account each time your sign-in or sign-out is missing.

Rest/Nap Time:

The Licensing Department requires that each child in our care be given the opportunity to rest, and ideally nap during the school day. Our 2s rest/nap for 2 hours, our 3s for 1.5 hours, and our 4s for 1 hour. We ask that you help with this requirement by getting your children up early enough on preschool mornings so that they are ready for a nap after lunch. If your child consistently disrupts the quiet environment so that others cannot rest/nap, then we may need to ask you to find a preschool program that does not have a licensing mandated rest/nap period.

The Preschool Day: Our preschool day begins at 9:00 am. If you have not arrived by 9:30 we ask that you drop your child off with the teacher in the Lobby. This teacher will then take your child to class, to minimize disruption of the activities already in progress.

Health:

The preschool is required to perform a daily visual health check to ensure children are well enough to attend school. If your child has been absent due to illness, the check may be more extensive, and may be conducted privately (for example, after a head lice treatment).

COVID-19: St. Clare's Preschool adheres to all CDC, State, and County COVID-19 mandates, guidelines, and advisories regarding health protocols for children and staff, attendance at preschool, exclusion from preschool, return to preschool after illness or exposure, and return to preschool following travel. These procedures supersede all regular health and safety procedures. As the COVID-19 health situation is constantly changing, these protocols may be changed by St. Clare's Preschool whenever necessary to ensure the safety of our children, staff, and families. Any changes will be communicated to families immediately and will require a signature acknowledging understanding and agreement to abide by the new protocols.

Reporting Absences Due to Illness:

If your child will be absent, please notify the preschool office. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious, so that we can consider the health of all the children enrolled in the program.

Incidental Medical Services:

St. Clare's staff will administer medication that is prescribed by a physician, provided medications are in their original container, and the parent completes a medication form (LIC 9221). Certain OTC medication will be administered, if accompanied by a parent consent form. We do not administer fever reducers at school.

Parent/Guardian Responsibility: You agree to be truthful with us, to keep us informed of developments in your child's health and wellbeing, to abide by this agreement, to pay your bills on time, and keep us advised of your current address, telephone numbers and place of work. Finally, you agree to respond quickly to emergency phone calls from us regarding your child's welfare, and to arrange for alternate persons to be available to pick your child up from school in emergencies, in the event you are not available locally.

We are committed to creating and maintaining a safe, respectful, and inclusive space for all families, children, and staff at St. Clare's Preschool. Our connection to the families of St. Clare's Preschool is built on mutual respect and a shared passion for the care and development of young children. We expect all interactions to reflect that, and we are committed to responding in a timely and considerate manner. Disrespectful behavior or threats toward any member of our team is not acceptable and will result in immediate termination of enrollment.

Diversity, Equity, and Inclusion

St. Clare's Preschool welcomes children of any race, religion, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, religion, color, national or ethnic origin in administration of its educational policies or admission policies.

In our commitment to creating and maintaining a safe, respectful, and inclusive space for all families, children, and staff at St. Clare's Preschool, we seek and welcome opportunities to build understanding and knowledge of the members of our community. One of the principles inherent in the Episcopal tradition is diversity. St. Clare's Preschool values and celebrates the diversity of race, ethnicity, nationality, culture, language, immigration status, physical appearance, disability, religious background or belief systems, gender, gender identity, sexual orientation, family composition or structure, and socioeconomic status.

Through weekly chapel and educational programming, we are dedicated to teaching and celebrating diversity, equity, and inclusion on a regular basis (such as Diwali and Lunar New Year). We firmly believe that our community is best served with a broad spectrum of backgrounds represented in our preschool students, families, staff, administration, and advisory board. We strive to create a community that honors and values the worth and dignity of every child and human being. With this foundation in diversity, equity, and inclusion, St. Clare's Preschool strives to enhance the academic and emotional intelligence of young children to be best prepared for success in an ever-changing world.

Withdrawal from Preschool by Parent/Guardian: Parent/guardian can terminate this agreement at any time. If we receive two weeks' notice of withdrawal, the tuition deposit paid at the time of registration will be credited or refunded. Any overpayments of tuition will be refunded to the family. If you decide that your child will not attend St. Clare's in the fall, notice is required at least two weeks before the school year begins. Half-Month Tuition Deposits will not be refunded with less than two weeks' (10 weekdays) notice.

Termination of Agreement by the Preschool: If tuition is not paid according to our payment requirements, your child may be disenrolled from the program for non-payment of fees.

All children are loved and accepted in our school. Sometimes our environment may not be a good match for a child or family. If we feel your child is not blossoming, then a conference will be arranged. We will see if we can come to a solution that will help your child. If challenging behavior continues that impacts the wellbeing and safety of children or staff, and the behavior plan is not working out, we reserve the right to ask the parents to find a better fitting environment for their child.

Acknowledgment of Family Handbook:

Please direct any questions about preschool policies or the Family Handbook to the Preschool Director(s). Please let us know if you would like a paper copy of the handbook for your use.

Parent / Guardian Acknowledgment:

I agree to abide by all policies and procedures outlined in the *Family Handbook* for school year 2024-25. I am aware that it is available to review at any time on the preschool website (stclairespreschool.org).

Parent/Guardian Signature: _____

Date: _____

Director Signature: _____

Date: _____

Admission Agreement approved by the Preschool Advisory Board, 3/14/2024.