



Oakland  
Garden School

**2017-2018 Admission Agreement**

This agreement is between Oakland Garden School for Children, LLC, and the parents/legal guardian of:

(Child's Name \_\_\_\_\_)

**Oakland Garden School is open Monday-Friday, 8:00am-6pm. Extended care is available between 7:30-8am with an additional cost.**

**Enrollment Forms**

I agree to complete and return all necessary paperwork, as needed for my child to continue with the program.

**Annual Materials Fee**

I understand that a non-refundable Annual Materials Fee of \$200 per student (\$350 for 2 siblings, \$475 for 3) is due by September. It is non-refundable.

**Parking Violation Fee**

OGS works with our neighbors to maintain a safe street. I understand that there will be \$50 fine for each parking policy violation and my child's enrollment may be terminated with 3 violations.

**Pick-Up Times**

A late fee of \$1/minute will be charged for every minute I am late (past 6 pm) in picking up my child, and is due at the time of pick-up. \$1/ minute late fee will continue to accumulate as long as the child and/or parent are on the premises using staff attention and school resources.

**Drop-In**

I agree to pay the drop-in fee of \$80.00 per day for days outside of my contracted schedule. I understand that drop in days outside of my child's schedule must be set up with the director prior to the drop in day and there are no partial days. Payment is due on the day of the drop-in.

**Lunch**

OGS does not provide lunch for students, but if I forget to send one for my child I will be billed at the rate of \$5.00 per lunch. The \$5.00 fee may be paid the day the lunch is provided and must be placed in the tuition box, or I understand it will be attached to my monthly statement.

**School Withdrawal**

Should I wish to withdraw my child from the program, I understand that the withdrawal will be effective 30 days from the date of my delivery of a signed and completed withdrawal form to the office. My deposit will be applied to my last month's tuition.

**Termination from Program**

I will be provided 2 weeks notice when the needs of my child exceed those for which the school can provide and my deposit will be returned to me.

The materials fee and application/registration fee are not refundable however, regardless of the reason for the termination. OGS administration will return the remainder of pro-rated tuition less any fees and other remaining balances, including any unpaid tuition, incomplete parent participation hours, accrued late fees etc.

Oakland Garden School expects parents to support and respect the school's policies. OGS reserves the right to terminate this contract in the event that parental behavior is deemed uncooperative or destructive to the school.

**Parent Handbook**

**I agree to follow each of the policies included in the parent handbook.** I understand that my child's continued enrollment at OGS is dependent upon my adhering to school policy. My child's attendance may be terminated if his/her behavior is having an adverse effect upon other children either through direct harm or through requiring excessive staff time that is needed to adequately care for other children. If, after the school communicates concerns about behavior or the need to cease violation of school policy, the violation or concerns continue, my child's enrollment can be terminated.

**Rights of the Licensing Agency**

The Department of Social Services; or Community Care Licensing Agency, shall have the authority to interview children, or staff and to inspect and audit child or facility records without prior consent. OGS, the licensee, shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation of the child care center. The Agency has the authority to observe the physical condition of a child or children, including conditions that could indicate abuse, neglect or inappropriate behavior.

**OGS tuition schedule for the 2017-2018 (Acorns and Pinecones)**

Monday-Friday \$1547  
Four days per week \$1368  
Three days per week \$1238

**OGS tuition schedule for the 2015-16 (Sprouts)**

Monday- Friday \$1617  
Four days per week \$1449  
Three days per week \$1298

Daily drop in fee: \$80.00  
Extended care fee 7:30am to 8:00 am \$50 per month  
\$5.00 per day use for extended care.

We offer a 3 % sibling discount on monthly tuition for additional children from the same family.

My child's schedule will be  
With a start date of

Tuition fee for my child/children will be \$ month.

I agree to pay my monthly tuition as indicated above, and understand the non-refundable deposit on account will be applied to my child's last month's tuition upon withdrawal from the program.

I agree that my child will attend school according to my contracted schedule. No substitutions will be allowed, credit given, or fees reduced for days missed.

Tuition payment is due on or before the first of the month and is considered late if received after the 5<sup>th</sup>. If the 5<sup>th</sup> falls on a Saturday or Sunday, I will make the payment on the Friday prior to the 5<sup>th</sup> of the month. This includes those months when the due

date falls on the weekend, a holiday, or on a day my child will not attend. A late fee of \$30.00 will be charged for late payments. I understand that if my payment is received after the 10<sup>th</sup> of the month, a late fee of \$60.00 will be charged. Non-payment of tuition will result in keeping the child out of school until the balance is paid in full. If my child's enrollment is terminated for non-payment, my deposit will be applied to the last month of tuition.

I understand that OGS is a year-round program and tuition payments are due regardless of my child's attendance. Fees are not reduced for absences, vacations, or school holidays. Tuition checks should be placed in the tuition box and the child's name and month noted on the check. If I desire to modify my child's current enrollment schedule, I will submit a written tuition/schedule change request one month (30 days) in advance. I understand that I am responsible to pay my current tuition until a new addendum noting changes has been approved in writing by the OGS Administration.

Oakland Garden School for Children, LLC reserves the right to change the tuition with 30 days of advance notice. This agreement shall be effective when it has been signed by one parent or the authorized representative of the student; The Director of the school; and a copy made available to the members of the LLC.

Office Use Only:

Non-refundable Deposit Received: \$ _____	
Date: _____	
Materials Fee Received:	\$ _____
Date: _____	
Application and Reg. Fee on file	
\$ _____	Date

Child's Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Email address(s): \_\_\_\_\_

Phone numbers: \_\_\_\_\_

\_\_\_\_\_  
Name of Parent or Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent or Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Luis Villacres Director of OGS Date