

STORYBOOK COTTAGE

1940 Morse Ave.
Sacramento, CA

(916) 971-1041

2475 Higgins Road
Sacramento, CA

(916) 371-4644

7231 Lincoln Ave.
Carmichael, CA

(916) 944-8992

Admission Agreement

Admission - All children may be admitted who benefit from the programs and services offered. We will discuss children with physical, emotional, or mental disability on an individual basis and will make an appropriate decision after complete discussion with parents and other professionals who may be involved with the child.

Payment - I/We agree to pay \$ _____ for each week that my child is enrolled. I/We jointly and severally realize that our payment is due on Monday of each week and that I will be charged a late fee of \$5.00 if not paid by Wednesday of each week. If my tuition and late fee are not paid by Friday, my child/children will not be accepted into the school until the unpaid balance is paid. **Any additional days will be at the current drop-in rates.**

Tuition - Your monthly tuition covers the slot for your child and pays for staff and materials whether your child is here or not. It is not possible to give credit for days when your child is sick, or with grandparents, etc. Parents must give a two-week notice of withdrawal from a program. Storybook Cottage will refund any pre-paid tuition over the two week notice.

Vacation Credit - Toddlers, Preschool. No credit can be given for days off due to illness or vacation except as stated below. Credit will be given for a yearly (once a year) two-week vacation if your child is enrolled on a year round basis. There is a minimum of one full week of vacation credit that can be given at a time. No credit will be given for less than one full week. Please notify us in advance and arrange to hold your child's place while he is not here. This will enable us to plan our monthly expenses accordingly. For School age programs only (before/after school K-6), there is no deduction for vacations or illness during the school year. Vacation credit is given during the summer months.

Field Trips - Storybook Cottage students will participate in walking field trips around our sites and the neighborhoods. There will also be field trips in automobiles and buses. Parents will be notified ahead of time of these trips. Your signature on this agreement authorizes your permission for your child to participate while enrolled at Storybook Cottage.

Aggressive Behavior - A parent conference will be called if incidents of biting, hitting, tantrums, etc., are impacting on other children. If the problem is not resolved, the parents will be required to find another center. Storybook Cottage reserves the right to immediately dismiss a child if the situation warrants it. Unused tuition will be refunded.

Picking up and Dropping off Children - Parents / guardians / persons dropping off and picking up children must sign in and out and indicate the times in the appropriate places on the class sheets.

After 6:00 Policy - Storybook Cottage's late fee is \$10.00 for every 10 minutes late, up to a maximum of \$20.00. After one hour and unsuccessful contacts, with emergency numbers, the police department will be notified.

Communicable Diseases - All staff in our centers use universal precautions to help prevent the spread of communicable diseases. All diseases are treated similarly.

Holidays - Storybook Cottage will observe the following Holidays during the year, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, when public schools celebrate - Thanksgiving Day, (and Day after Thanksgiving), Christmas Eve (half day), Christmas Day, New Years Eve (half day), New Years Day.

Agreement Duration - This agreement will remain in effect as long as your children are enrolled at Storybook Cottage. Any changes in the terms of this agreement, policies, or fee structure will be posted on the bulletin board 30-days in advance of any changes. Parents must give two weeks notice of withdrawal from a program.

Licensing Agency Rights - The department of Social Services shall have the authority to interview any child(ren), review children's records, and to observe the physical condition of the child(ren) and to have a licensed medical professional physically examine the child(ren).

Agreement - I have read the school handbook and will abide by the school policies. I agree to and will comply with the conditions stated above. I understand that this constitutes a legal and binding contract.

Parent or Guardian

Date

Director

Date

Office use only

Toddlers	_____	Full Days	_____
Pre-School	_____	Half Days	_____
Kindergarten	_____	Drop In	_____
School Age	_____		