



ENROLLMENT AGREEMENT

WELCOME

The staff at Pepper Valley Learning Center welcomes you to our school. We have prepared this enrollment agreement to familiarize you with our school and its policies. Our experience shows that a careful reading of this agreement will avoid future confusion on the matters that are covered and will help to make your association with our center more rewarding. If you have any concerns about this agreement please discuss them with our Director or the Director of Administration. Your child's enrollment will not be complete until you have signed this agreement and it is on file in our office.

HOURS AND HOLIDAYS

Our hours are 6:00a.m.to 6:15p.m. Monday through Friday with the exception of the following holidays:

*Presidents Day *Memorial Day * Independence Day *Labor Day
*Thanksgiving and the day after * Christmas and Christmas Eve * New Years Day

When New Year Day, Independence Day or Christmas falls on a Saturday, our center will be closed Friday. When any of these days falls on Sunday, our center will be closed Monday. We close at 4:00p.m.on New Years Eve.
NOTE: Full tuition is charged for the weeks in which either a holiday or absence occur.

SIGNING IN AND OUT

A parent or a responsible party must bring their child into the center every day and pick them up. As a requirement of the Department of Social Services, your child must be signed in and out with a FULL SIGNATURE every day. If you wish to authorize someone other than those persons listed on your enrollment application, please notify us in writing before hand.

NUTRITION AND REST PERIODS

Our center will provide for your child's nutritional needs for the part of the day which is spent in our center. We serve a mid morning snack and a mid afternoon snack in addition to a well balanced lunch, served at approximately 11:30a.m. There will be a rest period each day from 12:00p.m.to 2:00p.m.for all of our preschool children. These children are expected to rest quietly on cots or mats so as not to disturb others. A blanket and sheet should be sent to the center for your child's use at rest time. We also suggest you bring an extra set of clothing to leave in your child's class room. Please be sure to label bedding and extra clothing with your child's first and last name.

VISITING

Parent's interest and involvement are essential to the success of our educational program. You are welcome to visit our center at any time and meet with your child's teacher as needed. Please consult your child's teacher or the director whenever significant problems regarding your child arise either at home or at the center.

1358 Pepper Drive . El Cajon, CA 92021
Phone 619.444-7770 . Fax 619.444-5475
www.peppervalleylearningcenter.com

ENROLLMENT AGREEMENT CONTINUED

FINANCIAL AGREEMENT

Tuition payments are due in advance and are to be paid each Monday. For those who attend part time, tuition is due on the first day of your child's attendance each week. A \$10.00 late fee will be charged if payment has not been received by 6:00p.m., Tuesday. All NSF checks will be charged a \$25.00 NSF check fee. Repeated instances of NSF will require tuition payment in cash or money order. Nonpayment of tuition by Friday may result in withdrawal of your child from our program.

YEAR END

If your account is not Paid In Full by noon, the last day of the year, or the last day we are opened for the year, a \$50.00 service charge will be added to you account.

REGISTRATION

An annual registration fee of \$45.00 is due on or before enrollment. This Fee is due yearly on your child's enrollment month. It is refundable only if your child is not accepted into our program.

TUITION CREDITS

Two weeks of tuition credit, equivalent to the enrollment week of your child will be given each year. Tuition credit is renewed annually on your enrollment anniversary. The credit may be used in any combination; full week or single day credits are permitted.

AFTER HOURS LATE FEE

Our center closes promptly at 6:15p.m., Monday through Friday. A late fee of \$20.00 will be charged at 6:16. An additional \$1 per minute will be added to the initial late fee for every minute there after, that your child is left beyond closing time. The total amount due will be charged to your account the next day. Excessive tardiness may be grounds for dismissal from our center.

ADDITIONAL TUITION

When other schools are not in session; school age children who attend our center will be charged at our full day rate. Full tuition will be charged for school age children attending public summer school.

SUMMER ACTIVITY FEE

This fee is charged to all graduated kindergarten through sixth grade children attending our center during summer. This fee covers all field trips and transportation. We cannot charge by the field trip.

NOTICE OF RATE / POLICY CHANGE

The center will notify all parents of any changes in tuition or policy, at least 30 days in advance.

WITHDRAWAL OR TERMINATION

We reserve the right to require that you make other child care arrangements, if your child continues to interfere with our mission of providing a nurturing and secure environment. If you are asked to leave our center, any unused tuition will be refunded. Parents may withdraw a child from our program at any time. After one months attendance a weeks notice will be required. Parents who withdraw without one weeks notice will be liable for that week's tuition. In order for a child to be re-enrolled, an opening will have to be available and a new application filled out, accompanied by the required registration fee.

I have read and understand the above financial agreement. I further agree to pay all unpaid balances at the time of withdrawal, or any balances will be turned over to a collection agency.

PARENT'S SIGNATURE _____

DATE _____

ENROLLMENT AGREEMENT CONTINUED

TOYS

We urge you to explain to your child that it is not wise to bring toys to school. Pepper Valley Learning Center cannot assume responsibility for loss or damage to any personal possessions children bring to the center.

DISCIPLINE

Our staff models expected behavior and uses positive methods of discipline which encourages self-control, self-direction, self-esteem and cooperation among the children. Staff members shall never use physically or mentally abusive forms of discipline. No child shall be confined in an enclosed area, or deprived of meals, snacks; rest or necessary toilet functions as a form of punishment. You are always welcome to contact the director or your child's teacher to discuss his or hers behavior or to set up a conference. If at any time we think your child is becoming or has become a threat to the safety and well being of the other children, we will ask that he or she be removed from our center. No advanced notice will be given.

MEDICAL

The State of California requires us to maintain a medical record for each child. The child must have a physical examination within the twelve months prior to the child's admission to our center. The medical record form must be filled out by you and your family doctor, and returned to us at the time of admittance.

For the protection of all children, your child should be kept home if there is any evidence of the following symptoms:

- * A temperature of over 99 degrees (oral).
- * Intestinal disturbance accompanied by diarrhea or vomiting.
- * Any undiagnosed rash.
- * Sore or discharging eyes or ears or profuse nasal discharge.

If a child develops any of these symptoms while at the center, the child will be isolated from the other children. You will be called and asked to take your child home as soon as possible. You are responsible for insuring that there are alternative arrangements available in the event that you cannot pick up an ill child. If the child has been exposed to any contagious diseases such as whooping cough, measles, mumps chicken pox, pinworms, scarlet fever etc., he or she should be kept home. Please report his or her condition to the center immediately.

We will gladly administer medication to your child. The medication must be in its original container with the pharmacy label showing the child's name, the dosage, and written instruction. Over the counter Medications (including sunscreen) must also be in original container and the parent must fill out a medicine slip with the dosage required, for both over the counter and prescription medication. Medications will only be administered at noon.

In the event of a medical emergency or accident, we will call 911, and then contact the parent or guardian and the child's physician.

Part of this agreement is your authorization for Pepper Valley Learning Center to contact your family doctor and to take whatever emergency medical measures are deemed necessary for the care and protection of your child.

ENROLLMENT AGREEMENT CONTINUED

FIELD TRIPS

Field trips are for our school age children. Our preschoolers may at times take a nature walks. Our center will provide the ratio of 12:1 adult supervision for these outings. A list of field trips for our summer program will be provided for parents in May. At this time we will attach a permission slip and a medical release form for each child. Be sure you notify us of any changes in phone numbers before you turn in your paper work. A completed permission slip and a medical release form are required for your child's participation.

PHOTOGRAPHS

Photographs of children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures or publicity materials. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

DEPARTMENT OF SOCIAL SERVICES

Pursuant to Title 22, California Administrative Code, S80044, the California Department of Social Services has the authority to do any of the following with respect to your child:

- A. Interview the child privately.
- B. Observe the physical condition of the child.
- C. A licensed medical professional physically may examine the child.
- D. Inspect any of our records relating to the child without prior consent.

ARBITRATION CLAUSE

I agree that any controversy or claim arising out of or in any way relating to this contract or to my child's enrollment, attendance, or care at Pepper Valley Learning Center will be determined by submission to arbitration in accordance with the Rules of the American Arbitration Association, and not by lawsuit or by resort to court process (except as applicable law provides for judicial review of arbitration proceedings). This agreement includes claims against Pepper Valley Learning Center or any of its staff or owners that there has been any wrongful act or omission by Pepper Valley Learning Center or a member of its staff or owners, intentional or otherwise. The decision of the arbitrators may be entered in any court having jurisdiction of such matters. By signing this agreement, I am agreeing to have any issue or claim arising out of this contract or out of my child's enrollment, attendance, or care at Pepper Valley Learning Center decided by a neutral arbitration and not by lawsuit or resort to court process.

I have read the preceding Pepper Valley Learning Center enrollment agreement and accept the conditions stated therein.

Pepper Valley Learning Center is licensed to care for children ages two through twelve and is committed to giving quality service to all without regard to race, religion, national origin or ancestry.

PARENT'S SIGNATURE _____

DATE _____