

Contractual Agreement – Enrollment Form

The Learning Patch Children’s Center
Currently serving ages Infant-12 yrs
6035 Main Ave Orangevale, CA 95662
(916)988-5590

This agreement is between the following parties The Learning Patch Children’s Center

and _____
(Parent/Guardian)

for the care of _____
(Child’s Name)

Child Identification

Child’s Name	Sex	Date of Birth
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Parent(s)/Guardian(s) Identification

Name Parent/Guardian	Name Parent/Guardian
Relationship to child	Relationship to child
Address	Address
Phone	Phone
Cellular	Cellular
Pager	Pager
Email	Email
Employer	Employer
Work Telephone	Work Telephone

Initial _____

Mission Statement

Our mission is to offer a high quality program using the best practices of early childhood education providing a balanced curriculum including both self-directed and teacher-directed activities in a small group. We believe that positive comments and good examples produce a strong sense of self worth. Children learn by imitation and modeling. Through this, they will not only learn what is appropriate socially, but also build good listening skills, follow directions, make his/her own decisions, problem solve and express creatively.

Program

The Learning Patch provides a loving atmosphere with qualified experienced teachers and serves children infant-12 years of age. We believe that fewer children allows for extra individual attention, therefore we teach small groups. Our curriculum allows us to educate through weekly themes including: seasonal activities, healthy habits, nature, and holidays. The Zoo-Phonics curriculum has been incorporated into our daily activities. We believe that Zoo-Phonics will enhance the literary abilities of each child. The outdoor play setting provides enjoyable space for the children to participate in large motor skill activities and group games. Learning centers inside each classroom will provide for manipulative, dramatic, and block play. Focus activities will provide for phonetic awareness, math skills, science concepts, writing skills, creative art, and music. The whole development of each child will be reached through these learning centers, small group activities, and outdoor games.

Initial _____

Hours of Operation

6:30-6:00

The Learning Patch will be closed for the following holidays:

- Sept Labor Day
- Nov Veterans' Day
- Nov Thanksgiving Break
- Dec Center Closes at 4 p.m.
- Dec Christmas Day
- Dec Center Closes at 4 p.m.
- Jan New Years Day
- Jan Martin Luther King, Jr. Day
- Feb President's Day
- May Memorial Day
- July Independence Day

The Pre –K Program will follow the San Juan Unified School District schedule.

Initial _____

My child will be placed into The Learning Patch according to the following schedule:

Pre-School:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

School-Age:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Transport to School					
School Name:					
Transport from School					
UpPick					

Check appropriate options:

<input type="checkbox"/> Full Day (over 5 hrs.)	<input type="checkbox"/> School-Age	<input type="checkbox"/> Half Day (5 or less hrs.)
<input type="checkbox"/> 5 Days	<input type="checkbox"/> 3 Days	<input type="checkbox"/> 2 Days
*If School-Age, please indicate total amount of hours per day _____		
<input type="checkbox"/> Before school Only		
<input type="checkbox"/> After School Only		

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

*Co-signer**

Date

* Co-signer signature is only required if the parent/guardian is under 18 years old. Co-signer must be 18 or older and by signing assumes financial responsibility in case the parent/guardian fails to pay for services provided.

Pre-School Rates and Payment Policies

All fees are due every Friday in advance for the following week. If fees are not paid by Friday then they must be paid in full by Monday morning otherwise a \$10.00 fee will be applied per business day that payments are late. If payment is later than 5 business days your child will not be allowed to attend until fees are paid in full, including late charges. If payments have not been made after 2 weeks from the due date your contract will be terminated.

Please pick up your child no later than your contracted time. There will be a charge of \$1.00 for every minute past the stated pick up time, to be paid the next class day.

All tuition fees are non-refundable. However, with a limit of 5 days per calendar year, if a written 2 week notice has been given to the Learning Patch informing us of the vacation or personal time that your child will be taking, tuition will not be charged. If you know your child will not attend for any period of time due to vacation or personal time, you need to give us 2 weeks notice otherwise fees will be due, no exceptions. If a child is sick, and does not attend, fees are still due, no exceptions.

All fees may be payable by Check, Money Order, or Cash. All checks or money orders should be made out to the attention of *The Learning Patch*. Returned checks: a \$30.00 fee will be charged for checks with insufficient funds.

An annual non-refundable registration fee of \$55.00 is payable upon registration.

School-Age Rates and Payment Policies

All fees are due every Friday in advance for the following week. If fees are not paid by Friday then they must be paid in full by Monday morning otherwise a \$10.00 fee will be applied per business day that payments are late. If payment is later than 5 business days your child will not be allowed to attend until fees are paid in full, including late charges. If payments have not been made after 2 weeks from the due date your contract will be terminated.

Please pick up your child no later than your contracted time. There will be a charge of \$1.00 for every minute past the stated amount of hours needed, to be paid the next class day.

With a limit of 5 days per calendar year, if you know your child will not attend for any period of time due to vacation or personal time, you need to give us 2 weeks notice otherwise fees will be due, no exceptions. If a child is sick, and does not attend, fees are still due, no exceptions.

If you plan to pick up your child at the public school they are attending, a phone call to the Learning Patch or a note to inform us of your plan will be necessary. If you do not inform us of your plans to pick up your child, there will be a charge of \$5.00.

All fees may be payable by Check, Money Order, or Cash. All checks or money orders should be made out to the attention of *The Learning Patch*. Returned checks: a \$30.00 fee will be charged for checks with insufficient funds.

An annual non-refundable registration fee of \$55.00 is payable upon registration.

Termination of Contract

This contract may be terminated by either party by giving a 2 week written notice. The Learning Patch may terminate the contract without written notice if the parent/guardian is over 2 weeks late with scheduled payments. The Learning Patch may terminate the contract without written notice if the director feels that the needs of the child are not being met. Changes to the contract by either party must be made in writing at least 2 weeks before the changes take place. The Learning Patch will give 30 days' advance notice prior to any policy or rate change. If you choose to take your child out of the Learning Patch and would like to hold your child's space, a nonrefundable deposit of 2 weeks tuition will be required.

Licensing Agency

Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing.

Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act. Any duly authorized officer, employee, or agent of the Department of Social Services also has the authority to interview children or staff without prior consent.

Initial _____

Signature

I acknowledge that I have fully read, understand and accept the terms of this agreement.

I acknowledge that I have fully read, understand and accept the terms of The Learning Patch policies and procedures written in the parent handbook.

A copy of this agreement and the parent handbook is on the internet for you to refer to at www.learningpatchpreschool.com.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

*Co-signer**

Date

* Co-signer signature is only required if the parent/guardian is under 18 years old. Co-signer must be 18 or older and by signing assumes financial responsibility in case the parent/guardian fails to pay for services provided.

*Director or Assistant Director
The Learning Patch*

Date