



Sherman Oaks  
 13562 Ventura Blvd.  
 Phone Number: 818.783.2930

## TUITION AND POLICIES CONTRACT

Preschool Program (Ages 2-5) Part Time (9:00AM to 12:00PM)

<b>PART-TIME RATES</b>	<b>5 days</b>	<b>4 days</b>	<b>3 days</b>
Weekly	\$179	\$150	\$121
4 week rate	\$682	\$574	\$457

Preschool Program (Ages 2-5) Full Time (6:30AM to 6:30PM)

<b>FULL-TIME RATES</b>	<b>5 days</b>	<b>4 days</b>	<b>3 days</b>
Weekly	\$218	\$184	\$147
4 week rate	\$836	\$705	\$567

### **ADDITIONAL FEES**

Initial Registration Fee Per Child (Payable at time of enrollment).....	\$75
Annual Registration Fee Per Child (Payable Each September).....	\$50
2 Year Old Supply Fee.....	\$15
3 Year Old Supply Fee.....	\$25
4 Year Old Supply Fee.....	\$35
Summer Camp Packet Fee.....	\$15
Diaper Changing Fee (Monthly) .....	\$25
Annual Earthquake Maintenance Fee (Due at Time of Enrollment & Each Sept.).....	\$10

\*All additional fees are nonrefundable.

### **PAYMENT POLICIES**

1. A 5% tuition reduction is made for the 2<sup>nd</sup> child. The 5% tuition reduction is made to the lower of the two tuition rates. .
2. All tuition is prepaid before service is rendered. Tuition rates are subject to change.
3. Weekly tuition is due every Monday by the end of business. Late fees will be assessed if tuition is not paid by the due date.
4. Tuition paid on the four (4) week cycle is due every 4<sup>th</sup> Monday for the following four weeks.
5. There is a 5-day grace period for the four week tuition cycle.
6. A \$25 late fee shall be added each week to any outstanding balance until the balance is paid in full. This includes supply fee balances, registration and any other charges.
7. We prefer payments to be made via credit card or check processed electronically by Tuition Express. Please see the director for other tuition payment arrangements.
8. Any tuition balance that is outstanding for over ten (10) days may result in immediate dismissal of the child, and action in the forms of small claims, collection agency or other means. All court costs, attorney fees, and penalties shall be paid by the client to collect outstanding balances.
9. There is a \$25 service charge for all returned checks.
10. If two checks are returned by any one customer, the center will require all future payments to be made by money order. No exceptions will be made. If tuition cannot be collected the company has the right to take the matter to small claims and collect three (3) times the amount of the check, court costs, filing fees, service fees , or and any/all additional costs.

# PRESCHOOL POLICIES

## **REGISTRATION**

1. Registration fees are due at time of registration, and each September thereafter.
2. Supply fees are payable at time of registration and each September thereafter.
3. Registration fees and supply fees are non-refundable.
4. All children must have a signed physician's health record on file.
5. Parents are required to provide current phone number, emergency information, and address at all times.

## **SCHOOL HOURS AND SCHEDULE CHANGES**

1. Woodcrest Preschool is open from 6:30 a.m. to 6:30 p.m. and closes promptly. Children picked up after 6:30 p.m. will be charged a late fee of \$15 for every 15 minutes or portion thereof.
2. Part time is considered a total of three (3) hours. All part time children must be picked up by 12:00p.m.
3. Daily schedule must be adhered to at all times.
4. All parents must fill out a change of schedule form 10 days prior to any change in schedule. This includes addition of days, hours, etc.

## **SCHOOL HOLIDAYS**

Regular tuition is due for holidays when Woodcrest Preschool is closed. There are no make up days. Please see parent handbook for dates that Woodcrest Preschool will be closed.

## **SICKNESS AND ABSENCE**

1. Sick children will be sent home. Any child with a fever must have a normal temperature for 24 hours before returning to school.
2. A two-week credit may be taken in any one school year (September-September). Absence credits can only be used in weekly increments. Absence credits are lost if not used during any one school year (September-September). Customers are eligible for absence credit after six (6) months of continuous enrollment.
3. All requests for absence credits must be made in writing to the director before a credit can be issued.
4. Woodcrest is a year-round school. Continuous enrollment is necessary in order to maintain your status as an enrolled client. Therefore, your child(ren) must attend the Summer Program in order to secure enrollment for the Fall Semester.

## **WITHDRAWAL FROM WOODCREST PRESCHOOL**

1. A two-week notice of intention to withdraw from Woodcrest Preschool must be given to the director in writing.
2. Tuition will not be refunded unless two weeks prior notice is given in **writing**.

## **LOST ARTICLES**

We are not responsible for lost articles. For your protection, label all of your child's articles.

## **ADDITIONAL POLICIES**

1. Children are accepted to the preschool on their own merit, regardless of race, color, or religion.
2. The director or any other staff member shall report to Social Services, as required by law, any suspicion of child abuse, sexual or otherwise, neglect or endangerment.
3. I give my permission for Woodcrest Preschool to use in any literature, advertising, or web site, any photo in which my child may appear.
4. Woodcrest Preschool holds the right, at its sole discretion, to dismiss any customer or child whose activities are deemed detrimental to other children or the center itself.
5. Additional policies are contained in the parent handbook. Policies can change at any time by providing a posting of the policy 30 days before the change is implemented.
6. Our school has a dress code. Children need to wear solid color polos (no stripes or logos). Woodcrest polo shirts are available for purchase in our front office.
7. I have read and understand the policies listed above.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_