



## Admission Agreement

*Precious Moments Preschool LLC* is committed with providing quality learning while children have fun through social engagements, inside and outside exploration, science group projects, music and dance. Academically, we integrate age-appropriate learning for children 2-6 years old using our creative literature and math approach through weekly teacher collaboration. Weekly meetings ensure that each child is learning while having fun, target any concerns, and provide feedback to parents in partnering the growth of their child.

### What We Offer

- Educated and experienced teachers who understand the whole child development.
- A fun safe environment to explore
- A fun environment to learn
- Teacher/parent communication
- Organic breakfast and lunch for students who stay post lunch.

### Teacher/Student Ratio

***Precious Moments Preschool LLC , Sunnyvale has toddler component (18 months to 36 months).San Jose branch takes children ages 2 years-6 years.***

### Preschool Aged

2 years old 1:12 (by state)  
Preschool 3-6 years old 1:12 (state)  
Toddler component 1:6 (by state)

I \_\_\_\_\_ read and understand the teacher student ratio of the preschool and toddler component (if any) and give my permission to *Precious Moments Preschool LLC* to operate as per the requirement of the state of California for my child(s)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.





### Optional Programs with a Session Fee

Only for Children ages 3-6

years old Music on harmonium \$ \_each session

Bollywood Dance \$ \_\_\_\_\_ each session

M- Cube \$ \_\_\_\_\_ each session

#### Modification Conditions

\_\_\_\_\_ A 30 day prior notice will be given for any service change or rate change in basic services.

Tuition Rates :

<b>18 month - 3 yrs old + non potty trained irrespective of age.</b>	<b>\$1950</b>	<b>Full time</b>
<b>5 half days</b>	<b>\$1575 per month</b>	<b>N/A</b>
<b>3-4 years old</b>	<b>\$1950</b>	<b>Full time</b>
<b>4-6 years old</b>	<b>\$1950</b>	<b>Full time</b>
<b>3 full days</b>	<b>\$1575</b>	<b>N/A</b>
<b>2 full days</b>	<b>N/A</b>	<b>N/A</b>

#### Children are considered non potty trained if –

- They need assistance in wiping or repeated reminders for using potty.
- Repeatedly have accidents related to potty training.
- Unable to use restroom independently.

For New Parents- A non refundable deposit of \$500 will be due on confirmation of spot reservation if start date is a month away from confirmation. A deposit of full month tuition is due on confirmation of spot reservation 6 months ahead of time. Deposit is non refundable in case of unplanned withdrawal, deposit is applied to first month’s tuition.

Hours of operation: Can be affected by COVID 19 but we do not close. School may be closed only under unusual emergencies. Fees will remain unchanged in the event of school closure due to covid exposure or prevention of covid exposure or unusual exposure. Children’s health comes as priority and safety guidelines may be laid on case by case basis keeping CDC guidelines for childcare facilities into consideration.

### Withdrawal

\_\_\_\_\_A withdrawal form must be submitted at least 30 days in advance of your child's intended date of withdrawal or enrollment modification. Without submission of the withdrawal form or submission of the enrollment modification form, the last month notification will not be honored and fee will be charged/billed for the month.

\_\_\_\_\_All notices should be given in writing to enrollment coordinator/Director, mentioning the last date of school to be attended by the child following 30 days notice period.

\_\_\_\_\_Precious Moments Preschool has the right to void the contract and refuse its services to a child and his family in case PMP is not able to meet the needs of child with a 2 weeks of start date. In such cases, serious behavioral issues may be noticed that can cause the danger to safety of other children a notice period may not be considered and the child should be withdrawn immediately if they pose serious threat to children in care. Precious Moments preschool reserves the right to deny the admission to child if the child's behavior poses any threat to safety of children in care or staff. Under no obligation precious Moments is liable to find or suggest an alternative care. It will be the responsibility of parents to find an alternate care. The tuition of 30 days is non refundable under any circumstances of withdrawal (eg: adjustment, non-compatibility, move or so ) or termination.

\_\_\_\_\_Precious Moments Preschool enrolls children on a 15 minute evaluation process, the school reserves the right to refuse the service in case of failure of evaluation as per the guidelines of evaluation process.

\_\_\_\_\_Only children graduating in month of August will attend the graduation party. A full month charge is applied to graduation month and tuition is paid in full for that month. We do not start new enrolments until graduating children leave the school a prorated tuition or month notice does not apply to graduation month of August.

\_\_\_\_\_If a teacher leaves from precious moments, parents will be informed depending on her status and cause of leaving, for example a teacher who leaving as part of disciplinary action, may not be informed to parents.

Guidelines for evaluation- Duration

15 minutes

Teacher- class teacher or director

Method of testing – communication (English and or mother tongue if need) Classroom

compliance: spend time in classroom with children and teacher Classroom observation:

by the teacher

### Refund policy

Precious Moments needs a 30 days notice for any withdrawals, under no circumstances the refunds will be given for notices less than 30 days.

- NO REFUNDS are provided for holidays, vacations, sick leaves or any time offs taken as long as the child is enrolled in the program.
- There is no trial period in precious Moments preschool, once enrolled parents have to honor the notice period.
- Notices are accepted only from 15<sup>th</sup> or 31<sup>st</sup> of the month. No notices are accepted during weekends, holidays, school closures, long weekends. 30 days are effective from next business day.

### **Termination Policy**

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time (It varies from child to child but it is reasonable to expect great improvement with the separation anxiety after a few weeks) Your child may begin coping well during drop off time and then revisit the stage due to changes at home, in the family situation, illness, stress, changes at the facility etc.
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs.
- Lack of compliance with handbook regulations
- Serious illness of child
- Group messaging/parent communication portal being used to target the school reputation or something that disturbs the school.

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give 30 days written notice when they decide to terminate child care. The 30 days will be paid in full, regardless of whether or not the child is in attendance or the last month tuition paid at the time of enrolment will apply to notice period.

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates childcare and has a balance that is outstanding will need to have the account settled within 30 days.





## Tuition and Fees Agreement

Please place initials next to each statement and sign below:

\_\_\_\_\_ I understand that tuition is based on a monthly payment. I understand that the number of days in a month that school is in session does not affect the monthly payment rent, and that I will not receive adjustments in tuition fees for holidays or days missed. As long as my child is officially enrolled in preschool, tuition is due in full each month regardless of illness, vacation, school holidays, scheduled breaks, COVID exposure or school closures during the contractual period.

\_\_\_\_\_ Notices are not accepted in the month of December due to winter break, School has a 2 week winter break around Christmas time (dates may vary according to calendar). All notices have to be handed over in writing to director in person through withdrawal letter.

\_\_\_\_\_ Group messages and parent camera apps are made for creative positive experience and feedback, parents or staff does not have right to point fingers and to each other. Neither parents should try to put school admin on the spot to give.

\_\_\_\_\_ I understand that an annual nonrefundable registration fee of \$\_100 is due at the time of enrollment...

\_\_\_\_\_ I understand I have to pay a late pick up fee of \$2.00 per minute.

\_\_\_\_\_ I understand that the tuition is due from the 1st and the 5th of each month. If there is a delay in paying a fine of \$20 per day is charged.

\_\_\_\_\_ I understand that if I choose to withdraw my child from *Precious Moments Preschool LLC*, or if I desire to decrease my child's enrollment in the program, I must fill out a 30 Day Notice of Withdrawal or an Enrollment Modification form (available upon request). The enrollment reduction is given depending on the availability of spot.

\_\_\_\_\_ I understand that the form must be signed by the preschool director and that I must submit the form to *Precious Moments Preschool LLC* at least 30 days in advance of my child's intended date of withdrawal or enrollment modification. submitted to the Director. Failure to submit the required forms 30 days in advance of my child's withdrawal or enrollment modification, or if I withdraw my child from *Precious Moments Preschool LLC* without submitting the required forms, I understand that

\_\_\_\_\_ A Sibling discount will not be applied at Precious Moments Preschool due to very limited spots available.

\_\_\_\_\_ I understand that there is a nonrefundable enrollment fee of \$100.00 to be paid directly to Precious Moments Preschool LLC before my child(s) first day of attendance.



Parent: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent: \_\_\_\_\_ Date \_\_\_\_\_ Print \_\_\_\_\_ Signature \_\_\_\_\_

Guardian: \_\_\_\_\_ Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian: \_\_\_\_\_ Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Director: \_\_\_\_\_ Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Pictures and Video streaming**

Precious Moments Preschool is a camera monitored facility and management will have staff, families and students monitored through CCTV.

Pictures are taken in classrooms of students and sent through group messaging system to parents for communication.

## **Waiver for photography and video streaming for precious Moments Preschool**

All Parents of currently enrolled children in Precious Moments Preschool at 830 W Evelyn ave, 94086 are under to live feed of video streaming through web camera.

Parents understand that there is a 90 day recording stored in the camera and can be seen by all the parents and the providers at the facility or remotely.

All parents will keep in mind the privacy of other children and will not share the access with grandparents , friends , or a third party. Precious moments preschool or any other parent has right to protect the privacy of their children and those who share with third party will be subject to serious legal action.

Parents understand the school takes pictures of children and send them to parents in a group message and not for advertisement purposes.

Both parents of a child have right to view their child. In case of unshared custody the in charged parent will only be given the right to view the live feed.

Precious Moments daycare will not be held responsible for any third party sharing or any carelessness from the parents.



preciousMoments  
PRESCHOOL

All parents of enrolled children must sign the waiver and it will be kept in the child's file.  
Parents will not view the camera in off hours to protect the privacy of school.

Child name \_\_\_\_\_

Child's date of birth \_\_\_\_\_

Parents signature \_\_\_\_\_

Effective Date \_\_\_\_\_

Director/ enrolment coordinator signature \_\_\_\_\_

**AMENDMENTS/MODIFICATIONS TO THIS AGREEMENT WILL BE MADE IN A NOTICE PERIOD OF 30 DAYS, PARENTS AND SCHOOL WILL HONOR THE CHANGES, IN CASE OF DISAGREEMENT -SCHOOL RESERVES THE RIGHT TO TERMINATE ADMISSION AFTER 30 DAYS OF INFORMATION OF MODIFICATION. PARENTS AND SCHOOL WILL ACKNOWLEDGE THE RECIEPT OF CHANGE.**