

ALL SEASONS

CHILDREN'S LEARNING CENTER

TUITION AGREEMENT

I/We, the undersigned Parent(s) or Legal Guardian(s) (the "Undersigned") of _____ (the "Child") agree to the terms and conditions contained in this Enrollment Agreement (the "Agreement") from All Seasons Children's Learning Center (the "School").

TERMS OF ENROLLMENT

To apply for the enrollment of the Child in the School, the Undersigned must complete this Agreement, and submit it to the School's Director. **The signed Agreement must be accompanied by a check in the amount of \$235.00, (partial material fee) upon acceptance to enter school.** Upon your child's enrollment at the School, Registration and Material Fees are neither refundable, pro-rated nor transferable.

Each subsequent September, all returning children must pay a re-enrollment curriculum fee as per the schedule below.

NEW STUDENTS

Registration Fee	\$65.00 non-refundable or transferable
Annual Curriculum Fee	\$435.00 non-refundable or transferable-text books and all learning resources included in this fee
Monthly Tuition	\$850.00

MORNING PART-TIME STUDENTS

Only limited enrollment is available

Registration Fee	\$65.00 non-refundable or transferable
Annual Curriculum Fee	\$435.00 non-refundable or transferable-text books and all learning resources included in this fee
Monthly Tuition	\$800.00 (7:00 am – 12:30 pm, includes lunch)

RETURNING STUDENTS

Annual Curriculum Fee	\$435.00 non-refundable or transferable-text books and all learning resources included in this fee
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TUITION AND FINANCIAL RESPONSIBILITY

- Tuition is due the first day of each month. The first month's tuition payment is due and payable at the time of registration. Registration and Material Fees must also be paid at the time of enrollment acceptance. *Registration and Material fees are neither pro-rated nor refundable.*
- Tuition payment must be made by check, money order or cash. Credit cards are not accepted. It is very important that tuition be paid on time. In the event that tuition payment is late, parents will be given a five-day grace period to make the full amount of the scheduled payment. If the full amount of the monthly tuition payment is not received by the School on or before the sixth calendar day following the date the tuition payment is due, the Child will not be admitted to the School until the full amount of the tuition payment and Late Fee of \$25.00 are paid to the School.
- A Returned Check Fee of \$25.00 will be charged for each returned check. All returned checks must be redeemed in cash or by money order within 24 hours of notice from the School. If the full amount of the monthly tuition payment is not paid within these 24 hours, the Child will not be admitted to the School until the full amount of the tuition payment, Returned Check Fee of \$25.00 and Late Fee of \$25.00 are paid to the School. The School reserves the right not to accept any personal checks from any parent whose check was returned in the past.

"According to Chapter 522 California Civil Code 1983, any person who writes a check that is dishonored for lack of funds is now civilly liable and can be sued for 3 times the amount of the check or \$100- whichever is greater - in addition to the face value of the check, plus court cost and service cost".

- No account balance can be transferred from a previous month to the following month.
- **School expenses continue regardless of attendance. *Therefore, there are no tuition credits, refunds or reductions for early withdrawals, occasional daily absences, sickness or vacation during the official scholastic year, August 15th through July 31. It is the responsibility of the Undersigned to make all monthly tuition payments when they are due and continuously until the end of the scholastic year. When the school is not paid, the parent forfeits the child's place in the school.***
- **If the Child will not be attending the School during the months of June and July, the school is not required to maintain the place open for the child in the school. If the Undersigned of this agreement opts not to pay for the time the child is out, the school will not hold the position open and the vacancy will be offered to a child on the waiting list. The School's operating expenses are solely based on tuition.**
- **A two-week tuition deduction is applicable only during the last two weeks of August when the school will be closed.**
- At the beginning of the scholastic year, the School may assess a yearly cost of living tuition increase. Parents will be notified thirty (30) days prior to the implementation of the new tuition fee schedule.

The terms of this Agreement, including all fees, are subject to change by the School at any time or for any reason after providing the Undersigned with thirty (30) days written notice, except in order to comply with governmental regulations, which may require less or more time.

I/We have read and understand the terms and conditions of this Agreement and agree to comply fully with all of them.

Signature of Parent or Legal Guardian: _____

Name of Parent or Legal Guardian: _____ Date: _____

Signature of Parent or Legal Guardian: _____

Name of Parent or Legal Guardian: _____ Date: _____



ALL SEASONS

CHILDREN'S LEARNING CENTER

POLICIES AND PROCEDURES AGREEMENT

I/We, the undersigned Parent(s) or Legal Guardian(s) (the "Undersigned") of _____ (the "Child") agree to the terms and conditions contained in this Policies and Procedures Agreement (the "Agreement") from All Seasons Children's Learning Center (the "School").

The All Seasons Children's Learning Center admits children of any race, color, sex, religion, national and ethnic origins, to equally partake in all the rights, privileges, opportunities, programs and activities generally accorded or made available to children at the school. The School does not discriminate in its administration of educational and admission policies.

All Seasons Children's Learning Center (the "School") is an academic and developmental School dedicated to prepare, educate, cultivate and nurture the growth of children during their prime formative years. Our School provides a fully integrated program that is designed to meet the needs of children through all phases of transitional experiences: home separation, socialization, cognitive development, intellectual, physical, and emotional growth.

We are committed to providing you and your child with uncompromising, dedicated service to make his/her experience at our School an extraordinary journey.

PHILOSOPHY

It is the School's philosophy that early childhood should be a time of discovery, exploration, learning, self-realization, warmth, and growth. Preschool children learn by example and direct experiences, and they are intuitively inquisitive and receptive. Our staff strives to nurture and encourage these qualities in the children who attend the School. Our principal objective is to provide a learning environment in which a child is able to maximize his/her potential in a healthy and positive manner.

Planned within the framework of philosophy and purpose, the School's curriculum includes a comprehensive blend of all the principle elements of development and academics. The program is thoroughly structured in order to address the specific needs of each age group in a consistent and progressive manner. The program embodies learning fundamental concepts, such as cognitive awareness, development of small and large motor skills, critical thinking, language and communication. These concepts are developed through alphabet recognition, phonics, reading and writing, pre-math and math, social and nature sciences, art, music, dance, dramatization, computer instruction, educational field trips and observance of historical events.

STANDARDS

The School, established in 1999, is licensed by the State of California and the Department of Social Services, and complies with all of the standards set forth by the Department.

LOCATION

The School is located at 2612 South Baldwin Avenue, Arcadia. The driveway on the north side of the building should be used when dropping or picking-up children.

DAYS AND HOURS OF OPERATION

The formal scholastic year begins the first Tuesday after Labor Day and culminates on the Friday prior to the last weekend of June. The summer program commences on the Monday following the last weekend in June and ends on the Friday before Labor Day.

The School is a year-round preschool (except legal holidays). The School's hours of operation are from 7:00 a.m. to 6:00 p.m., Monday through Friday, five days a week. Classroom activities are scheduled from 9:00 a.m. to 4:00 p.m. Parents should bear in mind that children who arrive consistently late are starting the day at a disadvantage both socially and programmatically.

ADMISSION

Parents interested in applying for admission are encouraged to make an appointment to tour the school and receive the enrollment package. Upon receipt of the application, the child's name is added to the waiting list. As openings occur, age-appropriate children are selected from the waiting list based on when the application was received by the school. Children placed on the waiting list will be notified by mail when an opening becomes available.

- Children who are 2 ½ years to 5 years of age are eligible to enroll in the School.
- All children should be fully toilet-trained.
- Kindergarten applicants must be five years of age before September 1.
- Children will be placed in classrooms according to their ages and developmental skills.
- Children will not be placed in older age groups during the scholastic year without a proper evaluation.
- Classes are filled on a first-come/first-served basis according to the date of the child's enrollment with the Director.
- The School will be provided with all necessary records that are required upon enrollment: Terms of Enrollment, Parent's Report, Physician's Report, Immunization Record, Emergency Card, Child's Questionnaire, and Policies and Procedures Agreement.
- Each child is required by state regulations to have a health statement on file, which includes a record of up-to-date immunizations and the signature of the child's source of medical care. If a child's health care summary is not complete at the time of enrollment or within seven (7) days after enrollment, the child will not be admitted to the School.
- Each child must have had a physical examination within the last year before entering the School. (Routine visits to a doctor, clinic, or dentist are the responsibility of the Undersigned).
- The School must have on file for each child a signed Permission for Health Care form, which authorizes emergency care for the child and the transfer of the child's medical records to the local hospital. Emergency numbers for contacting the child's parent(s) or legal guardian(s) and at least one other authorized adult must also be on file.

DRESS CODE

The Child must keep a change of clothing at the School so that it may be used in the event of an emergency. All clothing must be clearly labeled with the Child's name. The School is not responsible for unmarked clothing. Children should wear washable, suitable clothing in which they will be comfortable, including socks and sneakers or closed-toe shoes. Shoes should fit well and be safe for running, climbing and outdoor activity. Socks should be worn. ***No "flip-flop" type sandals.***

DAILY SCHEDULE

Each class will follow its own specific curriculum activity; however, the daily schedule will be as follows:

7:00 - 9:00 a.m.	Children arrive at School
9:00 - 9:30	Collective Circle Time/Intro of Core Subjects- <i>conducted by Headmaster</i>
9:30 - 9:45	Morning Snack/Toileting
9:45 - 10:00	Circle Time, Storytelling, Language Arts, Phonics/Reading and Social Studies, Math & Science (<i>individual classrooms</i>)
10:00 - 11:00	Class Projects and Table Work Activities
11:00 - 11:30	Outdoor Play
11:30 - 11:40	Toileting and Washing
11:40 - 12:15	Lunch (a hot lunch is provided daily)
12:15 - 12:30	Nap Preparation/ Toileting
12:30 - 2:30	Nap and Rest Period
2:30 - 2:45	Bed Pick-up and Clean-up
2:45 - 3:00	Afternoon Snack
3:00 - 4:00	Classroom Activities/Spanish/Math, Science, and Art
4:00 - 5:00	Outdoor Activity/ Extra Curricular Program
5:00 - 6:00 p.m.	Table Games, Quiet Activities and Pick-up Time

SNACK AND LUNCH

The School will provide two nutritious snacks and one hot meal each day for each child. A morning snack will be served at 9:00 a.m., a hot lunch at 11:40 a.m. and a snack following the afternoon nap. Lunch is prepared on the School's premises by an experienced cook. The menu for the month will be prepared and sent home for the parents to review before the first day of each month. The School is unable to provide exceptions to its menu or special meals for the Child. If the Child is subject to dietary restrictions or allergies, prepared meals must be brought from home.

REST PERIOD

- The Child will have the advantage of an afternoon nap. ***The Child will be required to bring a set of two (2) standard fitted cot sheets that have been clearly labeled with the Child's name, a small pillow and blanket. Adult or oversized bedding will not be accepted. Every Friday the School will be responsible for laundering all the children's bedding.***
- The Child will have a supervised play period twice a day, except in inclement weather.

HOLIDAYS

A calendar of the School's holidays will be provided at the time of enrollment.

- The School will be closed in observance of the following holidays:
 New Year's Eve and New Year's Day,
 Martin Luther King's Birthday,
 President's Day,
 Spring Break: Thursday and Friday before Easter,
 Memorial Day,
 Independence Day,
 Labor Day,
 Veteran's Day,
 Thanksgiving Day and following Friday,
 Christmas Eve and Christmas Day.
 Monday of the last week in June (Staff level Planning Retreat)

When a holiday falls on a Saturday, the preceding Friday will be observed; when a holiday falls on a Sunday, the following Monday will be observed. ***No tuition credit or refunds will be made for any holidays that occur during the week.***

Parents should attempt not taking the children out of the school on extended vacations during the regular school year. The school will not issue advanced assignments, make-up work or re-administer missed examinations

FIELD TRIPS

An important part of the School's curriculum is exposing the children to many and varied experiences. Therefore a number of field trips are scheduled into the year. Parents will be informed of field trips in advance and a permission form will be sent home for each trip. The School will make arrangements to contract professional transportation services for each outing.

WITHDRAWAL

In the event a child needs to be withdrawn from the School, two (2) weeks prior written notice must be given to the School so that another child may fill the vacancy. If providing more notice be possible, it would be appreciated.

SCHOOL SITE REGULATIONS

- Only the designated drop-off/pick-up entrance may be used to bring or pick-up children from school.
- It is the responsibility of the Undersigned to escort the Child into the School's building and to ensure that the Child is under the supervision of the School's staff before leaving the premises.
- Parents or legal guardians must sign the child IN/OUT every day without exception.

All children must be picked up no later than 6:00 p.m. each day. A Late Fee of five dollars (\$5.00) will be charged for every minute the child remains on the premises after 6 p.m. This Late Fee is payable in cash at the time the child is picked up that day. If the Child is picked up after 6:00 p.m. on more than six (6) occasions during any one scholastic year, the Undersigned will be asked to meet with the Director to resolve the problem.

The School will only release a child to the parent(s) or legal guardian(s) and the adult(s) whose names appear on the child's Emergency Card. If the parent(s) or legal guardian(s) wish the School to release the child to an adult, whose name does not appear on the Emergency Card, prior verbal and written authorization of the parent(s) or legal guardian(s) will be required.

The School will require the authorized adult to provide proof of identity, such as a valid California Identification Card or Driver's License. Telephone authorizations to release a child to anyone whose name does not appear on the Emergency Card will not be accepted.

- It is the responsibility of the Undersigned to ensure that the Child does not bring toys to the School. Periodically, the teacher will schedule a "Toy Sharing Day". Books, educational DVDs and tapes are always welcome. Each item should be clearly labeled with the Child's name.
- The Child may not bring sodas, candy or chewing gum to the School. The School provides a balanced, hot lunch each day and adequate snacks each morning and afternoon.
- Respect for private property must be firmly observed by parents and students. Children and parents are not to touch or remove items from classrooms or closets, use school equipment without authorization, destroy or break physical property.

BIRTHDAYS

The school allows birthday celebrations as long as the event is restricted to the child's class and it does not interfere with daily learning activities. Parents may bring a cake or cup cakes at 11:30 to be served following the lunch. If they wish to bring entertainment, it must be scheduled at the conclusion of the academic day, 4:00 p.m. Party invitations may not be passed out unless all the boys and all the girls of the class are invited. The parent must give the teacher a week's notice of any event taking place in the classroom.

ILLNESS

Any child who arrives at the School noticeably ill, such as with a rash, cough, runny nose (yellow or green mucous) or a fever, will not be admitted for that day. **A child that has been vomiting or running a temperature the night before will be requested to remain at home for at least 24 hours until condition subsides.**

- Should a child become ill during the day, a parent will be notified immediately. Children who become ill may not remain at the School. The child will be taken to the sick room and will remain there under adult supervision until a parent or authorized adult arrives to take the child home.
- In the event a child contracts a communicable disease and is exposed to the other children, notice of such exposure will be posted, and the parent will be notified immediately. If the Child is absent from the School with a communicable disease, the Child will not be re-admitted without a signed statement from a physician indicating that the Child is no longer contagious.
- The staff will administer basic first aid assistance for scratches and minor injuries. The parent or authorized adult will be notified as soon as possible if it is determined that medical attention is required. In the event of a major emergency, 911 assistance will be summoned. Every effort will be made to contact the child's own physician.

MEDICINE

All prescription and nonprescription medication will be administered **only** with the written approval and instructions from the child's parent and in accordance with label directions as prescribed by the child's physician. The School will only accept prescription and nonprescription medication with the child's name, original label, dosage and date. Parents must **not under any circumstances** leave medication in a child's backpack, lunch box or on his/her person. All medications must be given to the child's teacher or the administration.

EMERGENCIES

In the event of a medical emergency, the School will attempt first to contact the parents or the physician listed on the Emergency Card, then, if unsuccessful, the emergency names. In the event none of the names listed on the Emergency Card can be reached successfully, the School will take appropriate measures in the best interest of the child, including contacting the nearest emergency medical services and arranging for transportation to the nearest hospital or emergency care facility. While the Child is in attendance, all medical expenses, which the School may incur on behalf of the Child, are the responsibility of the Undersigned.

- The Child must maintain an Earthquake Safety Kit at the School in the event of a disaster.
- The School will be notified immediately of any change of address, home and business telephone numbers, or any other information shown on the Child's Emergency Card.

PARENT-TEACHER CONFERENCES

This is an important part of communication and of your child's well being. Two Parent-Teacher conferences are offered during the year, one in the fall and one in the spring. Either the parent or the teacher may request an additional conference at any time if there is a special concern. When a problem or concern arises, the parent must first check with the teacher as he/she is the closest to the situation. Parents are encouraged to set an appointment with the teacher to discuss the concern in details so that an immediate plan or remedy may be implemented. It is important that a teacher always receives the first communication. If the problem persists, then the parent may request a meeting with the Director.

The school encourages that minor problems be resolved directly with the child's teacher.

DISCIPLINE

Discipline is the foundation of human character; therefore, there cannot be education without it. Students at All Seasons Children's Learning Center are expected to treat others with respect, consideration and kindness.

The School believes giving positive verbal rewards encourage acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. If a child does not cooperate in a group environment, the child may be seated by the teacher and reminded of what is appropriate behavior.

This time out is not a punishment; but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him/herself when he/she is ready to rejoin the group with appropriate behavior.

- Corporal punishment is not an accepted method of dealing with behavior problems. Children will not be hit, slapped, pinched, spanked, pushed or touched in any way. Disciplining the Child will never interfere with daily living functions, such as eating, sleeping, and toileting; nor will it ever involve the withholding of shelter, clothing or medication.
- Demeaning or abusive verbal language will not be tolerated.
- If behavior problems persist, parents will be asked to attend a conference with the child's teacher and the School's Director to discuss what may be helpful in motivating the child to behave in an acceptable way and to reach a solution collectively.
- If the Child misbehaves at the School, such as disturbing the class, hurting other children, etc., the Child may be assigned time with the teacher. If the Child still does not listen to his/her teacher and continues to disrupt the class, the Child will be sent to the School's office. The Director will explain to the Child that he/she is expected to behave in school, using vocabulary that the Child understands.
- On other occasions when the Child becomes very disruptive to the class, he/she may be separated from the group; that is, the Child may remain in the same classroom or another classroom or office where he/she can be supervised and attended to. The Child will be engaged only in individual quiet activities such as coloring or reading/looking at children's storybooks. The Child may not participate in the class group activities until he/she is calm.
- If the Child continues a behavior of disruption, the Undersigned will be called to attend a conference with the Child's teacher and the Director at the School. If necessary, the School may ask the parent to seek professional help for the Child.
- In the event that using these approaches does not solve the discipline problem, the Undersigned will be given written notice to withdraw the Child from the School within two (2) weeks.
- *The Child will be enrolled initially at the School on a four-week trial basis in order to ensure that the Child adjusts properly to the School's environment and program structure.*
- Should the School's Director determine that the Child cannot adjust to the program or school environment, or that the Undersigned has not fully carried out the Undersigned's responsibilities under the terms of this Agreement, the Child will be withdrawn after two (2) weeks notice from the School, and this Agreement will be terminated.

REPORTING SUSPECTED CHILD ABUSE

All staff working with children is mandated by the STATE of CALIFORNIA to report any suspected child abuse or neglect. Under Title 22, reports are made without prior notification to parents, to the Protective Services Division of the District Department of Social Services. Signs of abuse and neglect include, but are not limited to:

bruises, burns, prolonged inability of the child to interact with or relate to staff and/or children, severe irritation, inflammation or other abnormal appearance of genitals.

We request that parents inform the school or teacher the cause of visible bruises, burns, cuts, falls, etc. that have occurred in the home. The School also provides the parent with an Injury Report if any injuries have been sustained at school.

Leaving an unattended child in a car is also considered child neglect and subject to be reportable. If a staff member observes an unattended child in car, she/he will mention it to the parent.

CONFIDENTIALITY OF RECORDS

Children's records are available only to the child's teacher, the Director, an authorized employee of the licensing agency, and the child's parent(s) or legal guardian(s).

THIRD PARTY OBSERVATION

Observations by any third party for the purpose of educational and psychological evaluation will require prior written consent from parent/legal guardian

PARENTS CODE OF CONDUCT

Parents are an integral part of the school and it is important to maintain a positive working partnership. We welcome and encourage any form of meaningful input, help, or cooperation that the parents might voluntarily offer the School. In order to preserve such partnership it is important to abide and understand the following guidelines:

1. Respect of all students, staff and administrators
2. Compliance with all school policies
3. Respect of rights and property of others.

Verbal harassment such as derogatory comments, threatening words, intimidating behavior will not be accepted and the school reserves the right to terminate the parent/school relationship.

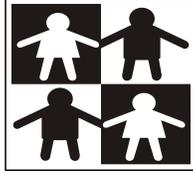
I/We have read and understand the terms and conditions of this Agreement and agree to comply fully with all of them. I/We hereby make application to enroll my Child in All Seasons Children's Learning Center.

Signature of Parent or Legal Guardian: _____

Name of Parent or Legal Guardian: _____ Date: _____

Signature of Parent or Legal Guardian: _____

Name of Parent or Legal Guardian: _____ Date: _____



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CHILDREN'S LEARNING CENTER

INFORMATION DISCLOSURE

Pursuant to the Department of Social Services Title 22 regulation, any duly authorized officer, employee, or agent of the Department may, upon presentation of proper identification, enter and inspect any place or facility providing personal care, supervision, and service at any time, with or without advance notice.

The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent.

- The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center.
- The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81, 1596.852 and 1596.853, Health and Safety Code.