



Admission Agreement 2024-2025

Saratoga Parent Nursery School (SPNS) provides a play-based parent participation program for children ages 12 months to 4.5 years old. **Classes start September 3rd and end on May 23rd.**

Toddlers Learning Together (1 year old & parent)	2's Class (2 years old)	Pre-K Combo Class (3-4 years old)
Our toddler program is offered to children who will be 1 year old by September 1 st .	Our 2's program is offered to children who will be 2 years old by September 1 st .	Our Pre-K Combo program is offered for children who will be at least 3 years old by September 1 st .
3:30pm – 5:30pm on Monday & Wednesday	9:00am – 11:30am on Tuesday & Thursday	9:00am – 12:00pm on Monday, Wednesday, Friday
Enrollment Fee is \$175 Non-refundable (See below for details)	Enrollment Fee is \$275 Non-refundable (See below for details)	Enrollment Fee is \$375 Non-refundable (See below for details)
Tuition is either \$210 /month OR by single payment of \$1795 (See below for payment schedule)	Tuition is either \$335/month OR by single payment of \$2864 (See below for payment schedule)	Tuition is either \$490/month OR by single payment of \$4189 (See below for payment schedule)
Family Requirement: <ul style="list-style-type: none"> Attend orientation Attend <u>each</u> class with their child Provide snack 5-6x/school year Hold a school job Attend <u>one</u> parent education night in January Attend <u>two</u> Saturday work days 	Family Requirement: <ul style="list-style-type: none"> Attend orientation Work as assistant teacher (approximately) 1x/week in classroom Provide snack 5-6x/school year Hold a school job Attend <u>two</u> parent education nights (one in November & the other in February) Attend <u>two</u> Saturday work days 	Family Requirement: <ul style="list-style-type: none"> Attend orientation Work as assistant teacher (approximately) 1x/week in classroom Provide snack 6-7x/school year Hold a school job Attend <u>three</u> parent education nights (one in October, December & one in March) Attend <u>two</u> Saturday work days
Class Benefits: Weekly parent education discussion, evening parent education opportunities, in-house guests, school photos	Class Benefits: Weekly music class, evening parent education & classroom meetings, field trips, in-house guests, school photos	Class Benefits: Weekly music class, evening parent education & classroom meetings, field trips, in-house guests, school photos

Application Fee:

There is a \$50 non-refundable application fee that must be submitted prior to signing the Admission Agreement.

Enrollment Age:

At the discretion of the SPNS board, teacher and Director, exceptions are occasionally made to children with September, October and November birthdays.

Enrollment Fee & Admission Agreement:

To secure your child's placement in the program, a **non-refundable enrollment fee is due with the signed Admission Agreement**. Any modification of the Admission Agreement or fees will be presented in writing 30 days in advance. The enrollment fee provides one SPNS t-shirt for your child and also funds classroom consumables, class activities, school insurance, parent participation council memberships (SCVC, CCPNS), and more. The enrollment fee is non-refundable.

Tuition Payment Schedule:

Tuition can be paid by **one** of the following methods:

- ☐ Option 1: 9 Monthly Payments beginning September 1st through May 1st. Monthly payments received past the 10th will be assessed a late fee of \$25.
- ☐ Option 2: Single (Full) payment for the entire school year due by September 1st with a 5% discount applied. This discount can be applied to payments received by September 1st only.

Required Enrollment Paperwork for 2's Class and Pre-K Combo:

Prior to the first day of school, each family must submit enrollment paperwork. These forms can be downloaded from our website and include the following:

- ID and Emergency Information (LIC 700)
- Health History (LIC 702)
- Physicians Report (LIC 701)
- Consent for Emergency Medical Treatment (LIC 627)
- Personal Rights (LIC 613A)
- Parents Rights and Notification (LIC 995)
- Photography release
- Handbook Agreement (given at orientation)
- Allergy plan (if applicable)
- Nanny policy (if applicable)

Required Enrollment Paperwork for Toddlers Learning Together:

- Release of Liability
- Photography release
- Handbook Agreement (given at orientation)

All adults attending class must submit (more details in the work parent clearance form):

- Negative TB Test or Physician's Risk Assessment
- Immunization Record for Measles
- Immunization Record for Pertussis (DTAP)
- Flu Vaccination or Waiver
- Vaccination Record for Covid-19 (up to date according to CDC website)

Saturday Work Days:

We have three (8/24, 1/25, 5/17) Saturday work days for adults-only to help maintain the cleanliness and structure of our school. Families are required to attend 2 out of the 3 work days. Failure to meet the maintenance day requirement will result in a \$75 fee per missed work day per child.

Nanny/Grandparent Policy:

Because we value parent education and involvement, nannies are allowed on a limited basis and must have prior approval from the Director. The family must provide insurance for their nanny as our school insurance does not cover non-family members. Nannies must attend orientation and other parent education requirements if they are the one who primarily participates in the classroom. We welcome grandparents in our classrooms however we ask that whoever works in the classroom is also the adult attending parent education and classroom meetings.

Parent Requirements:

- Hold a school job (e.g. board member, field trip coordinator, social events). It is the responsibility of the family to learn the specifics of the job and complete it in a timely manner.
- Provide snack for the class according to schedule
- Arrive on time for scheduled in-class work day
- Find a substitute if missing an in-class work day
- Pay tuition according to schedule
- Abide by the SPNS Parent Handbook
- Attend all required class meetings
- Abide by the terms of this Admission Agreement

Failure to meet parent requirements may result in a special project, fee, or loss of enrollment as determined by the Board and staff.

Right of Licensing Agency:

The state of California General Licensing Requirements, Section 101195 states: The Department or Licensing agency shall have the authority to interview children, or staff and to inspect and audit child or facility records without prior consent.

Refund Policy:

The Admission Agreement is binding. No refunds will be given for the non-refundable enrollment or application fee. Families who have paid using the single payment plan or monthly tuition will receive a prorated refund following a 14-day notice of withdrawal.

Visitation:

SPNS welcomes parents during all hours of operation.

Termination:

SPNS' termination policy reflects the school's philosophy of meeting the individual needs of children and parents. Enrollment status of those not fulfilling their participation requirements will be reviewed by staff and the Board. Possible reasons for termination include but are not limited to recurring absences at parent education meetings, failure to pay required tuition and fees, inability of the program to meet the special needs of the individual child, refusal of the parent to cooperate with the school regarding the child's discipline needs, or failure of the parent to fulfill participation requirements or comply with program expectations.

Regarding children, teachers and the Director will evaluate the program's effectiveness in meeting the needs of children with special needs, including physical, developmental or emotional needs, on an individual basis.

Regarding parents, each adult must be free of physical and psychological conditions that might adversely affect the physical and mental health of the children.

The procedure to determine either or both of the above circumstances will be based upon staff observations and parent-teacher communications. Final determination will be made by the Director and the Board. If termination becomes necessary, staff may suggest possible community resources or alternative learning environments when possible .



Saratoga Parent Nursery School

Admission Agreement 2024-2025

I have received, read, understand, and agree to follow Saratoga Parent Nursery School policies and procedures as described in this Admission Agreement.

Child's First Name

(please print)

Child's Last Name

Program for the 2024-2025 school year:

- ☐ Toddlers Learning Together
☐ 2's Class
☐ Pre-K Combo

Choose ONE Payment Option:

Monthly installments (due by the 1st of the month,
September through May)

- ☐ TLT: \$210/month
☐ 2's: \$335/month
☐ Pre-K Combo: \$490/mo

Single Payment due by Sept 1st (includes 5% discount,
single payment option is not available after September 1st)

- ☐ TLT: \$1795
☐ 2's: \$2864
☐ Pre-K Combo: \$4189

The non-refundable enrollment fee is due with this signed Admission Agreement.

- ☐ TLT: \$175
☐ 2's: \$275
☐ Pre-K Combo: \$375

*** A non-refundable application fee should have been submitted with the SPNS Application, which is separate from this Admission Agreement, Enrollment Fee, and Tuition.***

Parent or Guardian – Printed Name

Date

Parent or Guardian – Signature

Date

For SPNS Use: Date Rec'd _____ Check Date / #/Amt _____ T-shirt Rec'd ☐