



SAN FRANCISCO

9 Pelton Place  
San Francisco, CA 94133  
(415) 932-6023

**Enrollment Agreement**

**Summer 2019**

The following policies have been created to ensure optimal operation and benefit of the preschool program and students.

**A. Parent-Guardian/Child Information**

Child's Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Parent(s)/Guardian(s)Name(s):

\_\_\_\_\_  
\_\_\_\_\_

Address(es): \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

\_\_\_\_\_

Email Address(es): \_\_\_\_\_

\_\_\_\_\_

**B. Enrollment Schedule**

I am enrolling for a:

Full-day Program (7:30am – 5:55pm)

- Week of June 3 - 7 \_\_\_\_\_
- Week of June 10 - 14 \_\_\_\_\_
- Week of June 17 - 21 \_\_\_\_\_
- Week of June 24 - 28 \_\_\_\_\_
- Week of July 1 – 5 \_\_\_\_\_ **(Closed on 7/4)**
- Week of July 8 - 12 \_\_\_\_\_
- Week of July 15 - 19 \_\_\_\_\_
- Week of July 22 - 26 \_\_\_\_\_
- Week of July 29 – August 2 \_\_\_\_\_
- Week of August 5 - 9 \_\_\_\_\_
- Week of August 12 - 15 \_\_\_\_\_

Half-day Program (7:30am – 12:15pm)

- Week of June 3 - 7 \_\_\_\_\_
- Week of June 10 - 14 \_\_\_\_\_
- Week of June 17 - 21 \_\_\_\_\_
- Week of June 24 - 28 \_\_\_\_\_
- Week of July 1 – 5 \_\_\_\_\_ **(Closed on 7/4)**
- Week of July 8 - 12 \_\_\_\_\_
- Week of July 15 - 19 \_\_\_\_\_
- Week of July 22 - 26 \_\_\_\_\_
- Week of July 29 – August 2 \_\_\_\_\_
- Week of August 5 - 9 \_\_\_\_\_
- Week of August 12 - 15 \_\_\_\_\_

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**Total weeks:** \_\_\_\_\_

### **C. Tuition & Fees**

1. Weekly tuition:

Full Day Program (7:30am – 5:55pm):  
5 days                                 \$650.00

Half Day Program (7:30am – 12:15pm):  
5 days                                 \$530.00

2. A one-time enrollment fee of \$50.00 is required at enrollment. This fee is not applied to tuition.
3. All tuition are prepaid in full by May 31, 2019
  - a) All returned checks are subject to a \$100 administrative fee.
  - b) Tuition must be paid in advance by cash, money order, cashier's check, or check payable to Seabird Preschool. For parent's convenience, tuition may be paid with a credit card, however a 3% convenience fee will be added per transaction.
  - c) Tuition must be paid in full, regardless of whether your child is unable to attend the program due to absences, personal vacations, scheduled school closures, holidays, or illness.
4. A late pick-up fee will be assessed for children that stay longer than their scheduled departure time (12:15pm for half-day children and 5:55pm for full-day children) at the rate of \$5.00 per minute.
5. Seabird Preschool maintains basic earthquake preparedness kit, which includes snacks and water.
6. Children enrolled in the full-time program are required to bring a bag with nap supplies: crib-fitted sheet, blanket, pillow, etc.
7. Seabird Preschool reserves the right to modify tuition and fees.

### **D. Program Services Offered**

Our program promotes the developmental growth of children between the ages of 2 to 5½ years. Our play-based curriculum is designed to incorporate experiences to support the student's development of cognitive, social-emotional and fine/gross motor skills. The teachers of Seabird Preschool plan and implement indoor and outdoor activities around the children's skills. Our staff creates a supportive environment that allows for a child-centered curriculum.

### **E. Optional Services**

Potty-Training:

It is not necessary for children to be potty-trained to attend our Puffins program, however for the Pelicans program it is a requirement. Our staff will patiently assist each child with toilet training when they are ready. There is no pressure, demand or shaming. We will work with the child and parents/guardians to ensure the process goes as smoothly as possible.

Here are a few things to keep in mind that will help make your child's potty-training experience successful:

An additional fee of \$65/week will be charged for children who require potty-training. You must provide diapers and any other diapering products required for your child in diapers. We will inform you when you are running low on any products. These items will be kept in a labeled bin in the bathroom

#### **F. Operations**

1. Seabird Preschool is open from 7:30am to 6:00pm, Monday through Friday.
2. The preschool observes Independence Day on July 4, 2019. No services will be offered on July 4, 2019.
3. Seabird Preschool is a **PEANUT/TREE-NUT FREE facility**.
4. In the case of a closure or late opening due to severe weather or emergency, Parent(s)/Guardian(s) will be notified via email. No Tuition credits will be granted for any time Seabird Preschool is closed.
5. Children will only be released to the Parent(s)/Guardian(s) or persons you have listed in the Emergency Contact Form, LIC 700. Individuals will be asked for proper identification by staff who are unfamiliar with them. **Your child will not be released to any person/s who is not listed without prior written authorization.**
6. Late Pick-up should not be a normal occurrence. Repeated late pick-ups may result in dismissal from the program.

#### **E. Medical Policies**

1. A completed Physician's Report must be submitted prior to enrollment into Seabird Preschool. Children without a Physician's Report, LIC Form 701, on file may not attend the preschool. Parent/Guardian must provide evidence of the child's immunizations and provide updated records as the child receives additional vaccinations throughout the year.
2. If you are contacted because your child is not well enough to participate, you must pick up your child immediately.
3. The staff of Seabird Preschool may administer prescribed medications with a signed Consent Form.
4. In the event of an emergency, you agree that Seabird Preschool has your permission to administer First-Aid and/or CPR or seek immediate medical or dental treatment in the best interest of your child.

#### **F. Early Withdrawal/Dismissal**

1. For the welfare of the program and the health and safety of other students, Seabird Preschool may at any time suspend or dismiss a student in its sole and absolute discretion for the following reasons:
  - Endangerment to self (child), other children, or the staff
  - Inability of the program to meet the needs of the child/parent/guardians, or signs that the child is not benefiting from our services
  - Parent/Guardians who are constantly disrespectful to our staff
  - Non-payment of tuition and/or other monthly fees
  - Repeated or excessive tardiness

2. If a child is withdrawn early or is dismissed, there will be no refund for tuition payments or any fees.

**G. Miscellaneous**

1. Community Care Licensing has the authority to inspect the facility including records at any time during business hours to ensure the safety and welfare of the students enrolled. The inspection findings will be posted immediately for review in the facility.
2. Seabird Preschool shall maintain all necessary insurance required by law.
3. Seabird Preschool has the right to update and/or change school policies as needed for the welfare of the program and health and safety of the children in its care and will provide written notice of any changes prior to the changes taking effect.

By signing this Enrollment Agreement, I/We agree to the terms and conditions set forth in this agreement and parent handbook, receipt of which is hereby acknowledged.

Parent/Guardian 1:

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Signature and Date

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Print Full Name

Parent/Guardian 2 (required if more than one Parent/Guardian):

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Signature and Date

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Print Full Name