



SAN FRANCISCO

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

Enrollment Agreement
September 2021 - August 2022 School Year

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 (8:00am – 5:00pm)
5 Days, Monday – Friday _____

Half-Day Program (8:00am – 12:15pm)
5 Days, Monday – Friday _____

C. Tuition & Fees

1. Monthly tuition:

Full-Day Program (8:00am – 5:00pm):
5 Days \$2,310

Half-Day Program (8:00am – 12:15pm):
5 Days \$1,840

2. An application fee of \$100 is required when applying to Seabird Preschool.
3. A one-time enrollment fee of \$250 is required at enrollment. This fee is not applied to tuition.
4. An annual \$300 material's fee is charged at the start of enrollment and every September thereafter.
5. Once accepted, a non-refundable deposit payment in the amount of \$1,500 is due within fourteen (14) days of acceptance to secure the students' enrollment. The deposit will be applied towards the last month tuition balance.
6. If you choose a Language Immersion program (for children 3yo+) an extra \$300/month fee is required in addition to the regular monthly tuition.
7. **The undersigned agrees to pay the tuition payment by the 1st of each month according to the contracted schedule.**
 - a) All late payments/returned checks are subject to a \$100 late administrative fee.
 - b) Tuition may be paid by:
 1. Check
 2. Money Order
 3. Cashier's Check
 4. Cash
 5. Auto payments through Brightwheel with your bank account. (See accountant for information)
 6. Credit Card (Plus 3% Convenience Fee)
 - 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.
- d) Seabird Preschool reserves the right to suspend care and refuse to allow the child to participate in the program if there is an outstanding tuition balance for longer than fifteen (15) days. Repeatedly failing to timely pay tuition may result in termination of your child's enrollment in the program.
8. 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 5:00pm for full-day children) at the rate of \$5 per minute.
 9. Seabird Preschool maintains basic earthquake preparedness kit, which includes snacks and water.
 10. Children enrolled in the full-time program are required to bring a bag with nap supplies. Cot-fitted sheet is provided by school.
 11. All tuition payments made in advance through company's Flexible Spending Account (FSA) are non-refundable and must be used within a year.
 12. Enrollment is subject to availability and not guaranteed.
 13. Seabird Preschool reserves the right to modify tuition and fees on an annual basis.
 14. Seabird Preschool is a year-round school. From June 1st to mid-August Seabird Preschool operates as a summer camp. All children enrolled into Seabird program automatically join summer camp without any tuition change. Depending on availability some space may be available for families outside of Seabird.
 15. Seabird Preschool does not prorate tuition, monthly tuition implies payment for a calendar month only. Exceptions are as follows:
 - a. If enrolling after the 15th of any given month, the calculated charge will either be half of the monthly tuition OR daily rate of \$160/day for full-time program and \$100/day for half-day program (whichever is less).
 - b. If disenrolling by the 15th of any given month with a required 60-day notice, the calculated charge will either be half of the monthly tuition OR daily rate of \$160/day for full-time program and \$100/day for half-day program (whichever is less).

D. Program Services Offered

Our program promotes the developmental growth of children between the ages of 2 to 6 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.

The Seabird Preschool program is designed to develop:

- Independence
- Gross and fine motor skills
- Problem-solving and decision-making skills
- Logical, critical, and abstract thinking
- Math skills
- Communication and social interaction
- Acceptance of others and empathy for peers
- Self-esteem

We believe thinking skills are nurtured by the active involvement of all senses, and therefore offer an enriching mix of both concrete and abstract learning that involves sight, hearing, smell, touch, and taste, including the exploration of:

- Music
- Movement
- Physical education
- Science
- Nature
- Language
- Reading
- Art
- Imagination
- Diversity

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:

- Potty-training takes time and does not happen overnight. Parents/Guardians should understand the commitment of time involved and try not to get discouraged and return to diapers.
- Clothing is a big part of potty-training. Along with learning how to control their bodies, children must feel comfortable. Make sure your child's clothing is easy to put on and take off.
- Please keep the staff informed daily on how the potty-training is developing at home. If there are any changes, please let the staff know to maintain consistency between home and school.

- Children will inevitably have accidents so please make sure they have up to three sets of socks, underwear, and pants to change into.

An additional monthly fee of \$250/month will be charged for all non-potty trained children until they become potty trained. 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 8:00am to 5:00pm, Monday through Friday.
2. The preschool observes San Francisco Unified School District Holidays and Breaks. An updated schedule will be provided at the beginning of each school year. <https://www.seabirdpreschool.com/calendar>
3. 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.
4. 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.**
5. Late Pick-up should not be a normal occurrence. Repeated late pick-ups may result in dismissal from the program.
6. Seabird Preschool is a tree nut-free and peanut-free school. However, some products may have been manufactured in a facility that processes tree nuts and may run the risk of cross contamination, see a teacher for specific product information.

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. Please see Sick Policy located in the Parent/Guardian Handbook for more information.
3. The staff of Seabird Preschool may administer prescribed medications with a signed Consent Form. Please see Medication Policy in the Parent/Guardian Handbook for more information.
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. In the event that a Parent/Guardian elects to withdraw the child from the preschool, the Parent/Guardian must give Seabird Preschool a 60-day written notice of withdrawal. During the 60-day period, the Parent/Guardian must make regular tuition payments.
2. 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
3. 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.
4. During the school year we take photos of the children at Seabird Preschool. Your privacy and wishes are important to us, and we want to make certain that this practice is acceptable to you. We are requesting your permission to take photos of your child at school for classroom use and to display them during events, programs, and presentations or for publication and advertisements, associated with Seabird Preschool.

By signing this Enrollment Agreement, I/We agree to the terms and conditions set forth in this agreement, its attachment(s) and the Parent/Guardian Handbook, receipt of which is hereby acknowledged.

Parent/Guardian 1:

Signature and Date

Print Full Name

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

Signature and Date

Print Full Name