Enrollment Agreement (The agreement does not expire) **Please read, initial each section, sign at bottom and return.**

Name:

Drop off Time: Pick up Time:
Schedule: ☐ M ☐ T ☐ W ☐ Th ☐ F

✔ **Rates through 6/30/11:**
(Subject to change.)

Preschool Ages 2 - 5

Pickup Time	2 day	3 day	5 day
12:30	409	558	847
12:30-3:00	469	640	903
3:00 - 6:30	525	734	997

Toddler Center
Ages 16-20 months – 2.2 years old

Pickup Time	2 days	3day	5 day
12:30	516	705	1070
12:30-3:00	592	808	1140
3:00 - 6:30	664	927	1259

You will be given a least 30 days notice for changes in tuition rates as required by DSS. Tuition rates are adjusted once every year in July. Rates are subject to change. Changes in tuition do not affect the requirements of this agreement.

Infant Center & Tiny Tots
6 wks – 16-20 months

Days	Full Time 6:30 - 6:30
1 Day	448
2 Days	741
3 Days	1035
4 Days	1343
5 Days	1399

Registration Fees and Other Charges
Registration Fee: $ 199 due only one time
Family Discount: Free Registration

September Materials & Supplies Fee: $199 billed in September per Family. (Waived first time if child started in Aug or Sept.) Between January and March re-registration for the following school year begins with a non-refundable deposit of $199 required and applied toward this Sept. Fee.

Toddler Center Permission: (Required by DSS) If my child is entering or will be entering the Toddler Program at any time, I give my child permission to enroll in that program by signing below.

Late Pickup: $10 per 15 minutes. $1/min after 6:30 - please see posted rates **Emergency Lunch:** $5
Late Payment Fee: $50 on the 25th, $5 /day thereafter
Tuition is due monthly in advance on the 20th by EFT. **Billing Fee:** If you choose not to use EFT, there is an additional monthly fee of $50. A monthly statement will be provided on or about the 20th of each month. Payment is due on receipt. Above late fees apply. Access to the facility will be denied until all past due fees (including late fees) and current charges are paid in full. **Refunds:** are not available for any fees. **Modifications:** (other than days closed or changes in fees or tuition) to this agreement must be in writing. **The school will be closed the following days:** (subject to changes & additions): Labor Day, Veteran's Day, Thanksgiving Day and the Friday following, Christmas, New Year's Day, Martin Luther King's Day, Independence Day, Presidents' Day, Memorial Day. If a holiday falls on a Tuesday or Thursday the school may be closed on the preceding Monday or following Friday. During the end of the year holidays, the school may be closed for additional days. Please see the *Parent Hand Book* and the monthly calendar for more information.

Halsey Schools is licensed by Community Care Licensing at 310-337-4333.
Our license numbers are 197-407441 & 197-407439

Halsey Schools, Inc. reserves the right to refuse service to anyone at anytime for any reason.

✔ **Vacations, Absent Days & Holidays:** Teachers' wages are not affected by the daily attendance of children. In order to maintain the salary levels and benefits for these exceptional teachers, credits for vacations, days missed, holidays etc are not available.
Happy teachers = Happy children. ☐ The tuition is based on an annual tuition of twelve (12) monthly installments September - Aug. The payment will not change unless your schedule changes or the rates are changed. ☐ Days cannot be made up or exchanged.

✔ **Withdrawals:** ALL Withdrawals take place on the last day of the month with notice given by the 15th of the last month. No prorating credits or refunds are available for withdrawals. Written notice **must** be given by the 15th of the last month attending. Lack of attendance does not constitute withdraw. Notice must be in writing. (Informing a teacher or other staff member is not sufficient notice.) Tuition calculations and withdrawal month are determined by the date your letter of withdrawal is received. If written notice is not received, tuition charges continue to accumulate until withdrawal is confirmed by the administration. Required notice will still apply. **In order to preserve the integrity and stability of our program, Halsey Schools reserves the right to ask a family to withdraw immediately at any time, if the administration or staff deems it necessary for any reason. Notification will be given by the administration not a teacher.**

✔ **Change of Schedule:** Schedule changes take place on the first of the month. Halsey Schools will make every effort to assist your schedule needs. Please request any schedule change in writing by the 15th of the month before the change is to take place.

✔ **Excursion Permission:** I the undersigned do hereby give the above specified child permission to leave the school grounds with his class under the supervision of teachers, counselors and/or teachers aides retained by or volunteering for Halsey Schools. These excursions will be on foot (not requiring vehicle transportation) to local attractions, nature walks etc. If a field trip requires transportation a separate permission slip will be signed. Please see the monthly calendar for scheduled excursions.

✔ **Media Authorization:** Halsey Schools, Inc. has my permission to use pictures (moving or still) or likenesses of my child in any medium for advertising or promotional purposes in any advertising medium free of charge and liability. (No names will be used.)

✔ The Department of Social Services' Licensing Agency (the 'Department') requires parents or their authorized representative be advised: The Department shall have authority to interview children and staff, and/or to inspect and audit child or facility records without prior consent. The Department shall have authority to observe the physical condition of any children. Halsey Schools posts current State License and a copy of 'Personal rights of children' regulations with current address and telephone number of the State of California, Social Services - Community Care Licensing Division. Each child must be signed out daily by parent or assigned representative. Sign-Out sheets are located near the entry doors for afternoon sign-out.

*** * * My signature below indicates I have read, understand and agree to abide by this enrollment agreement and all of the above.** I understand absence of my initials above does **not** relieve me from any portion of this agreement. I understand I will be held responsible for any and all attorney's fees, collections fees, and any other costs associated with the enforcement of this contract.

X_____ _____ _____
Parent/Guardian/or Child Representative Signature Date Halsey Schools, Inc. Representative