



1718 Andover Lane, San Jose CA 95124
408 216-8867

Admission Agreement

School Year: <input type="checkbox"/> Sept. 2008-Aug. 2009 <input type="checkbox"/> Summer Prog. (Jun-Aug 2009) <input type="checkbox"/> Sept. 2009-Aug. 2010 <input type="checkbox"/> Returning Student

Desired Date of Entrance: _____

Child's Name: _____ Sex: M F

Current Age: _____ (years) and _____ (months) Date of birth _____ / _____ / _____ Birthplace: _____
mm / dd / yy city, state -or- country

Parent/Guardian's Name: _____ Relationship _____

Address: _____
 (_____) Street (_____) City Zip Code
 (_____) Email address _____
 Home Phone Cell Phone

Occupation: _____ Work Ph#(_____) Other Ph# (_____) _____

Parent/Guardian's Name: _____ Relationship _____
(If address is different from above)

Address: _____
 (_____) Street (_____) City Zip Code
 (_____) Email address _____
 Home Phone Cell Phone

Occupation: _____ Work Ph#(_____) Other Ph# (_____) _____

Does child live with ___ Both Parents ___ Mother only ___ Father only ___ Guardian (Name) _____
 If child lives with single parent or guardian, please specify custody status _____
Court ordered custody: Learning Springs Academy requires a certified copy of the current court order which states parental rights.

Who is the student's legal guardian? ___ Both Parents ___ Mother only ___ Father only ___ Guardian (Name) _____
 To whom should correspondence be sent? ___ Both Parents ___ Mother only ___ Father only ___ Guardian (Name) _____
 Who is responsible for tuition payments? ___ Both Parents ___ Mother only ___ Father only ___ Guardian (Name) _____

Does student have any brothers or sisters who are currently, or were formerly, enrolled at Learning Springs Academy? ___ Yes ___ No
 Brothers and Sisters of the Enrollee:

Name	Date of Birth	Present School	Grade Level
_____	_____/_____/_____	_____	_____
Name	Date of Birth	Present School	Grade Level
_____	_____/_____/_____	_____	_____

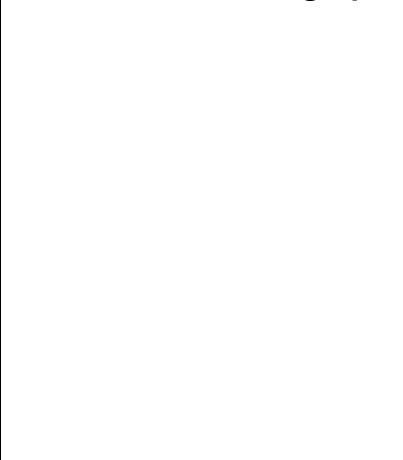
If you were referred to us by a friend or co-worker, please let us know whom we may thank. (Name and Address / Ph Number): _____

ENROLLMENT OPTIONS

Preschool Hours		
Morning Session 8:30 AM – 12:00 PM	Afternoon Session 12:00 PM – 3:30 PM	All Day 8:30 AM – 3:30 PM
<input type="checkbox"/> 5 days (M-F) <input type="checkbox"/> 3 days (M/W/F) <input type="checkbox"/> 2 days (T/Th) \$ _____*	<input type="checkbox"/> 5 days (M-F) <input type="checkbox"/> 3 days (M/W/F) <input type="checkbox"/> 2 days (T/Th) \$ _____*	<input type="checkbox"/> 5 days (M-F) <input type="checkbox"/> 3 days (M/W/F) <input type="checkbox"/> 2 days (T/Th) \$ _____*
Extended Care		
Morning Session 7:00-8:30AM	Afternoon Session 3:30-6:00 PM	Both Sessions 7:00-8:30 AM & 3:30-6:00 PM
<input type="checkbox"/> 5 days (M-F) <input type="checkbox"/> 3 days (M/W/F) <input type="checkbox"/> 2 days (T/Th) \$ _____*	<input type="checkbox"/> 5 days (M-F) <input type="checkbox"/> 3 days (M/W/F) <input type="checkbox"/> 2 days (T/Th) \$ _____*	<input type="checkbox"/> 5 days (M-F) <input type="checkbox"/> 3 days (M/W/F) <input type="checkbox"/> 3 days (T/Th) \$ _____*

*see Tuition Contract for rates

Affix Recent Photograph



SCHOOL HOURS

Learning Springs Academy is open Monday through Friday from 7:00 a.m. to 6:00 p.m. Preschool hours are from 8:30 a.m. to 3:30 p.m. Extended care is available before and after preschool. Please ensure that your child is dropped off at the school no earlier than the time specified above or picked up no later than the times specified above. Any early drop-off or late pick-up will be charged **\$1.00 per minute** which is payable directly to the teacher in charge.

ADMISSION

Children are admitted on the basis of a full academic year (September – August). We serve ages 2 ½ to entry into kindergarten.

Our admission process follows the following order:

- ❑ Parents sign up for one of our weekly tours
- ❑ Enrollment package given to parents
- ❑ Child visits the school and meets the staff.
- ❑ Child admitted to the program as soon as a space is identified in the appropriate classroom
- ❑ If there is no space available, the child will be placed on a waiting list and admitted at the next available opening.

COURT ORDERS AND CUSTODY

LSA recognizes that both parents have a legal right to be a part of their child's life. The school denies a parent access to their child ONLY if there is a legal document, which addresses that denial. We will need to have a letter from the custodial parent stating that the non custodial parent is not allowed to pick up the child. In addition, we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instruction will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the school.

TUITION POLICY

Withdrawal of a child from school requires one month's written notice of such intent, or one (1) month's tuition in lieu of notice.

- ❑ Tuition is based on a full school year enrollment and not attendance and is due and payable on or before the first of each month.
- ❑ There will be a late charge of \$25 for any tuition not paid by the fifth of the month, and an additional late charge of \$15 for tuition not paid by the tenth of the month. Should the fees become delinquent for more than two weeks, immediate withdrawal of your child will be effective until the balance is paid in full and a re-registration fee is paid. Any legal and other costs incurred in collecting overdue payments will be charged to the parents.
- ❑ Tuition credit cannot be given for miscellaneous absences from school, illness, vacations, legal and school holidays taken during the school year, or for early withdrawal. Parents are responsible for full tuition every month whether or not your child attends school for the full month. There is no absentee credit. Should your child miss a day of school because of holidays, vacations or illness, you may not substitute your scheduled days for non-scheduled days due to ratios and schedules. You may add an extra day at a daily fee, if space is available.
- ❑ There will be a \$35.00 charge on returned checks.

- ❑ The school reserves the right to make changes to tuition and all other fees with 30 days notification
- ❑ Tuition fee includes snacks, and does not include lunch or any other service.
- ❑ Optional services such Art Therapy, Music Therapy, Cooking, Gymnastics, Kindergarten Readiness and Social skills training groups will be offered at an additional fee. Information regarding these groups will be sent home periodically with detailed registration and course information
We work with parents and children in the 2 ½ year old program to assist in potty training children. The child must be fully potty trained to move up from the 2 ½ year old program.
- ❑ If you wish to change your child's schedule and there is availability you must give advance written notice to the office (forms are located in the office) and a \$25 change of enrollment fee will be charged.

SCHOOL HOLIDAYS

The following holidays are observed by the school: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day. **Please refer to the school calendar for additional times that school is closed.**

We ask that when possible you schedule your vacations around the same time that school is closed as we are unable to prorate or reimburse tuition for vacations taken when school is in session.

ATTENDANCE

The school requires parents to bring their child to school no later than 8:30 a.m. for the morning session and no later than 12:00 p.m. for the afternoon session. We ask that you inform the school if the child will be late, not attending school for a particular day or will be picked up early. This allows us to individualize our program for your child, to prepare him/her for the transition to and from class and for a change in his/her expected routine.

LATE PICK-UP

A fee of one dollar (\$1.00) per minute will be charged for late pick up. Pick up after the designated pick up time is considered late. If you know you are going to be late picking up (emergency, car problems, etc.), please contact the school so we can reassure your child. Since this necessitates a staff member to stay with your child, please note that a phone call does not exempt you from paying the late fee.

Our AM program ends at 12 noon. If your child remains at school past 12:00 p.m., you will be charged and agree to pay the following fees per child: Starting at 12:00 noon, the charge will be \$1.00 per minute. Our full day program ends promptly at 6:00 p.m. If your child remains at school past 6:00 p.m., you will be charged and agree to pay the following fees per child: Starting at 6:00 p.m., the charge will be \$1.00 per minute.

You will pay this amount directly to the staff person responsible for keeping the school open past the scheduled closing time. **Please note that the time is based off the clock in the classroom.**

If your child is left at LSA longer than 30 minutes past the scheduled closing time without contact to the school and the school has exhausted all emergency options from your emergency form, then the San Jose Police Department will be contacted. At that time your child will be the responsibility of the San Jose Police Department.

SICKNESS POLICY

Teachers will assess the children as they arrive at school each day, and if any sign of illness is detected, they will not be admitted. If a student becomes ill while at school, a parent or authorized representative will be notified and expected to pick-up the child immediately. If a parent or authorized representative cannot be reached in a medical or dental emergency, we will contact the physician or dentist you provide on the student's form for advice, or call 9-1-1 if appropriate.

EMERGENCY MEDICAL CARE

If a child requires emergency medical attention and it is not possible to contact the parent, guardian or family doctor, we will take whatever measures would appear necessary for the child's welfare. Every effort will be made to notify the parent(s) immediately under any emergency condition. It is essential therefore that both parents always keep the school informed of their current home and business/cell phone numbers and addresses.

MEDICATION POLICY

If prescription or over-the-counter medication must be administered while your child is at Learning Springs Academy, you must deliver the medication to the staff and submit written instructions and authorization. Medication must be in its original container with an unaltered label listing the instructions and dosages as prescribed by a physician.

DRESS CODE

Children should be dressed in appropriate comfortable clothes and shoes (no flip flops please) for their level of activity and for the weather. Girls are encouraged to wear shorts underneath when wearing dresses. Parents are asked to send a spare set of clothes that will be kept in the classroom till the end of the school year. Please label all clothing with your child's full name.

LUNCHESES AND SNACKS

Our twice a day snacks consist of fruits in season, vegetables, crackers and other healthy foods. We ask that lunch be provided by the parents on a daily basis.

PHOTOGRAPHS

Please notify the school office in writing if it is your desire that your child not be photographed. Children are often photographed as part of class projects, school wide activities and special events. There are occasions when your child's photograph may appear on publications or materials related to LSA unless we have been otherwise notified.

FIELD TRIPS AND OTHER EXPERIENCES

Occasionally children participate in educational trips outside the center. These are supervised walking trips and no other form of transportation shall be used. Parents will be given advanced notice of field trips and information regarding fees if any. Signed permission slips are required for each participating child. Parents are always welcome to accompany their child on a field trip.

SCHOOL SAFETY

Children must be signed out by a parent/legal guardian or their authorized representative. The parent must notify the teacher of the child's presence. It is the responsibility of the parent to sign the child in and out of school. It is a State requirement that parents or authorized representative use full name or first initial and last name when signing students' in/out of school. The same procedure needs to be followed when children leave the school premises for any other purpose such as medical/dental appointments, lunch out, etc.

The director or class teacher must be informed if a child is unable to attend school for any reason. If someone other than the parent or guardian will be picking up the child, it is the responsibility of the parent or guardian to inform Learning Springs Academy staff in writing and authorize the pick up. Authorized representatives will be required to show picture ID. Under no circumstances will children be released without written authorization from the legal parents/guardians.

OTHER REQUIREMENTS

- Every child must have an extra set of clothes to be kept at school. Please mark the bag and each item of clothing with your child's name.
- Parents must also provide an earthquake kit (list enclosed).
- Parents must provide a crib size sheet and blanket for their child. Children may also bring a pillow and/or soft toy to sleep with. All nap materials are sent home for laundering on Fridays and must be returned each Monday.




TERMINATION




All children admitted are on probation for a period of 3 months, during which time a child may be terminated from the school with 1 week's notice, if in the opinion of the Administrator and/or Director the school does not have sufficient resources to address behavioral or medical problems or the child is severely disruptive. A child may also be terminated from school for 2 consecutive months of late payments, failure to pay late fees, failure to adhere to school rules and regulations including signing in and out or failure to provide medical documentation within 2 weeks of request.

A child may be terminated at any point during his/her enrollment at Learning Springs Academy, if in the opinion of the Administrator and/or Director, the school does not have sufficient or appropriate resources to address the needs of the child and family.

I understand that based on my choice of enrollment options, my child's preschool monthly tuition will be \$ _____ and if needed, Extended Care monthly rate will be \$ _____.

I have signed my child up for the following days:

Preschool:  **5 days (M-F)**  **3 days (M/W/F)**  **2 days (T/Th)**
__ **Full Day** (8:30 a.m. to 3:30 p.m.) **Half Day** __ (8:30 a.m. to 12:00 p.m.) **or** __ (12:00 p.m. to 3:30 p.m.)

Extended Care:  **5 days (M-F)**  **3 days (M/W/F)**  **2 days (T/Th)**
__ **A.M. Extended Care** (7:00 a.m. to 8:30 a.m.) __ **P.M. Extended Care** (3:30 p.m. to 6:00 p.m.)

Parent's Signature

Date

RIGHT OF LICENSING AGENCY

The State of California-Health and Welfare Agency Department of Social Services or Licensing Agency shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.

The State of California-Health and Welfare Agency Department of Social Services or Licensing Agency shall have the authority to observe the physical condition of the child, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

I have read, understand, and agree to all school policies as outlined in Learning Springs Academy’s Admission Agreement:

(Both parents’ signature required)

Parent/Legal Guardian’s Signature Date

Parent/Legal Guardian’s Signature Date

Lucia D'Souza, Executive Director Date

(Copy of this signed page returned to parents)