



MORELAND SCHOOL DISTRICT
AUXILIARY PROGRAMS

MORELAND CHILD DEVELOPMENT CENTER ADMISSION AGREEMENT

3750 Gleason Avenue, San Jose, CA 95130 • Phone: (408) 874-3745
Fax: (408) 874-3753 • Website: www.moreland.org

Child's Last Name _____ Child's First Name _____ School Year _____
My child will attending Moreland Child Development Center located at 3750 Gleason Avenue, San Jose, CA 95130. As of (date) _____, my child's school schedule will be _____ for the _____ program.

1. I agree to pay the annual tuition of \$_____ in full or in installments. My first installment will be on the first day of enrollment and will continue on the 1st of each month until May 1st. A \$50 late fee will be charged if payment is not received by the 5th business day and if payment is not received 6 business days after the due date, an involuntary withdrawal will take place. A \$20 fee will be charged for a bounced check.
2. An annual non-refundable registration fee of \$100 per child per school year is due upon registering in the program.
3. I understand that the annual tuition and days of operation are based on the Moreland School District board approved student calendar. School breaks have been taken into consideration in calculating the annual fee.
4. Moreland Child Development Center will provide a 30-day written notice of any changes to their program policies, tuition and/or payment options.
5. I understand that Moreland Child Development follows Title 22 regulations enforced by the California Department of Social Services, Community Care division.
6. I understand that my child will not be able to attend Moreland Child Development Center unless all required enrollment documents are completed in full and returned to the site director for review by the agreed due date. My child's start date will be determined by the site director.
7. I agree to notify the site director in writing if there is a change in schedule. I will fill out a Change of Schedule form at least two weeks before the change is to occur. I understand that my annual tuition will be recalculated and my remaining installment payments will be adjusted to reflect my requested change in schedule. A \$5 fee will be charged for each schedule change.
8. I understand that schedule changes or withdrawal from the program will not be permitted after May 1st.
9. I understand that my child will not be able to sign up for the subsequent year if I have an outstanding balance due.
10. I understand that if I choose to withdraw my child from Moreland Child Development Center, my annual tuition will be recalculated into a weekly rate and I will be financially responsible for all the weeks he/she has attended. My final payment will be due one week before the agreed withdrawal date. If I choose to return to Moreland Child Development Center, I will pay a \$50 re-registration fee.
11. Moreland Child Development Center has an open door policy and encourages parents to visit at any time.
12. My child will be picked up at _____(time) each day. I understand that there is a 5 minute grace period past dismissal time after which I will be charged a late fee of \$1.00 per minute if my child is picked up late. Termination from the program may occur due to frequent late pick ups.
13. I understand that it is my responsibility to change information on my child's emergency card. If someone arrives to pick up my child and he/she is not listed on the card, my child will not be released. Changes must be in writing and verbal permission will not be granted. One parent may not remove the other parent from the Identification and Emergency Information form without legal paperwork allowing us to do so.
14. I agree to escort my child to his/her assigned classroom at Moreland Child Development Center and sign my child in and out daily with my full signature and exact time.
15. I must notify the site staff by calling them if my child is absent for the day. Refunds and make-up days will not be given for absent children. I will notify the site director if my child contracts a communicable disease. If my child gets sick during their stay at Moreland Child Development Center, I understand that it is my responsibility to pick him/her up within thirty (30) minutes after receiving the call from the site staff.
16. I understand that it is my responsibility, upon registration, to notify the center staff of any and all medical conditions that affect my child. I and my child's physician will fill out the medication release form should my child need medication while at Moreland Child Development Center. I will provide the medication in its original box with the doctor's orders to the site.
17. Moreland Child Development Center staff is required by law to report suspected child abuse.
18. I expect to be treated respectfully and in return, I will treat all site staff and other students with respect.
19. Information regarding my child will be kept strictly confidential. I may discuss my child's progress with the site director at any time.
20. If my child's behavior threatens other children or staff, I will be notified via telephone or in writing. If my child is asked to leave for the day, I will pick him/her within thirty (30) minutes. Moreland Child Development Center reserves the right to terminate services at any time.
21. I understand that Moreland Child Development Center follows the Moreland School District Wellness policy. I understand that snack will be served daily and it is my responsibility to notify staff of any food allergies, sensitivities, and/or preferences. I will provide my child with an alternative snack if he/she cannot have the snack provided.
22. If tuition payment is split among multiple parties, all parties must sign the Admission Policy/Tuition Agreement below. If the account becomes delinquent, an involuntary withdrawal will take place.
23. I will receive a receipt for all payments made towards my annual tuition. I am responsible for keeping my receipts for tax purposes. I agree to pay \$5 for any additional receipts or \$25 for a yearly receipt summary. I understand that my request may take up to two weeks to process.
24. I agree that if my annual tuition is paid by a subsidized agency, I am responsible for all paperwork and must provide Moreland Child Development Center the approved agency's certificate before my child's first day of enrollment. I agree to be financially responsible for any co-pays or unpaid tuition installments from my subsidy agency.
25. I understand the Extended Jr. Kinder Program is only available to Jr. Kindergarten students attending full time. I also understand that annual fee to participate in the program will be added to my annual tuition.
26. I agree that Moreland Child Development Center operates with a highly trained and professional staff. Their teacher to student ratio follows Title 22 regulations of 1:12 for a fully qualified teacher and 1:6 for a teacher's aide.

I have read all policies on the Moreland Child Development Center Admission Policy/Tuition Agreement. I agree to them and understand that failure to follow any site policies can lead to termination of program services.

Parent/Guardian Signature _____ Date _____ Site Director Signature _____ Date _____
Parent/Guardian Signature _____ Date _____

ADDITIONAL AGREEMENTS (OPTIONAL):

I agree to allow photographs of my child to be used by Moreland Child Development Center for legitimate purposes in newspaper articles, promotional materials (such as brochures), posted on bulletin boards or in the district website. Initial here: _____

I also agree to allow my child to use the Internet on computers located at the Moreland Child Development Center. I understand that staff members will monitor my child closely when using the computer. Initial here: _____