

**THE MODEL SCHOOL**  
Comprehensive Humanistic Learning Center  
**ADMISSION AGREEMENT/CONTRACT**

July 1, 2019 to June 30, 2020

**SERVICES OFFERED**

The Model School accepts and provides services for children between the ages of three months through five years. Children may be enrolled in the Infant Center program which accommodates children from three months to two years, the toddler 2 program designed for children between the ages of two and three or in the multiage pre-kindergarten designed for children, ages three through five.

**PHILOSOPHY**

The Model School is based on philosophical principles which are summarized in the Parents' manual and which are discussed with each parent before or during the enrollment process. It is important that parents understand and accept The Model School philosophy.

**FEES/TUITION**

Monthly fees are computed on an annual basis, depending upon the number of hours for which a parent contracts and divided into 12 monthly installments for convenience and budgeting purposes. The child's attendance is expected to be within the hours stated in the contract. Persons who consistently use more hours than specified in the contract are advised to change the contract to reflect the number of hours actually needed. ***However, we are very flexible about changing the contract to meet the needs of the parent.*** Moreover very temporary changes, such as a few extra hours during a limited period of time can simply be prorated.

A complete fee schedule is included in the parents' manual. The registration fees, the insurance fee and the tuition deposit, applicable to the month's tuition, are due at the time of enrollment. The current monthly fee or prorated portion thereof, is also due at that time and on or before the first day of each subsequent month unless the parent chooses to pay annually, semi annually or makes special arrangements.

**Parents Hours:**

Each Model School family must contribute 12 hours of work at the school in a calendar year. A single parent contributes 6 hours. If those hours have not been worked, they must be paid at the rate of \$/hour.

**DISCOUNTS**

Discounts of ***5% and 3% respectively*** are allowed for annual and semi annual payments made in advance for persons enrolling for thirty five (35) hours or more per week. A ***7% discount, based on the higher fee,*** is allowed when a sibling is enrolled provided that both children are enrolled

for thirty (30) hours or more per week. **However, parents paying semi annually or annually cannot also take advantage of the 7% discount on the second child. A fifteen (15%) discount will be allowed on the insurance fee for each sibling enrolled after the first child.**

## **LATE FEES**

Late fees *of \$1.00 per minute* are assessed for persons who fail, for any reason, however valid, to assure that their child is picked up by 6:00 p.m. The fee is due and payable at the time of pick up. Persons who consistently inconvenience the staff by failing to make arrangements to have their child picked up by 6:00 p.m. are subject to having their contracts rescinded.

## **REFUND POLICY**

The \$55.00 registration fee is non refundable. However, other fees may be prorated and refunded under certain circumstances. All children are accepted on a three or four week trial basis. If a parent chooses to withdraw during this period, the \$200.00 tuition deposit and any unused tuition will be refunded. Likewise, should the school determine that the placement is unsuitable for the child, the tuition deposit and any unused tuition will be refunded. Other fees will be refunded on a prorated basis. In the event that parents choose to withdraw at any other time, a *thirty day (30) notice* will be required before a refund should be claimed and/or considered.

## **SUBSIDIZED PROGRAM FEES**

The Model School does not receive any governmental or other special funding and therefore cannot offer scholarships or subsidized care. However parents who qualify for subsidized programs may contact Bananas, the local resource and referral agency or some other appropriate organization, and the Model School may accept their contract. Parents whose children are accepted must abide by the regulations of the program and the Model School, including the necessity to complete paper work in a timely manner without undue effort on the part of The Model School staff. Some programs may not pay registration fees and thus they become the responsibility of the parent.

## **FEE INCREASE POLICY**

It is the policy of The Model School to implement general fee changes only at the beginning of the fiscal year in July. Individual parents may, however, revise their contracts to suit their needs at any time. A notice of 30 days or more is given prior to the effective date of any fee increase.

***Generally NO FEE ADJUSTMENTS CAN BE MADE BECAUSE OF ABSENCES FOR ANY REASON!*** However, for parents who wish to keep their child enrolled while on vacation for one month or more, a one week tuition discount will be allowed for the entire period they are gone.

## **THE MODEL SCHOOL CALENDAR**

The Model School offers a 12 months program, **244 days per year**, Monday through Friday, exclusive of holidays and a brief winter recess which occurs between late December and early January. HOLIDAYS AND NON SERVICE DAYS ARE NOT INCLUDED IN THE FEE SCHEDULE, and the monthly tuition is due at the regular time. **Parents are urged to help the school in December by making the January payment before the holiday recess begins. Checks may be postdated for January.**

## **REGISTRATION REQUIREMENTS**

Parents who believe that The Model School provides a suitable environment for their child are invited to complete the registration forms and to submit them to the office manager.. In addition to The Model School forms, the following state forms are required:

- (1) Lic 701 "Physician's Report"
- (2) Lic. 702 "Child's Pre-Admission Health History – Parent's Report"
- (3) Lic. 700 "Identification and Emergency Information"
- (4) Lic. 627 "Consent for Medical Treatment"
- (5) Lic.995 "Notification of Parents' Rights"
- (6) Lic. 613A "Personal Rights"

## **RIGHTS OF THE LICENSING AGENCY**

Parents are advised that The Model School is a licensed facility and as such is subject to ***Title XXII regulations***. These regulations provide, among other things, that any duly authorized agent of the Department of Social Services, Community Care Licensing, may, upon presentation of proper identification, enter and inspect the facility and audit child or facility records, with or ***without*** advance notice , either to assure compliance with or to prevent violation of state regulations.

**The Department of Social Services, Community Care Licensing, has the authority to observe the physical condition of a child or children, including conditions which indicate abuse, neglect or inappropriate placement and to have a licensed medical professional physically examine the child or children without either the permission of the parent or the school staff.**

## **PARENT/STAFF COMMUNICATION**

The Model School views its relationship with parents as a partnership and values open lines of communication. Parents are encouraged to communicate with the teachers and the director and to visit the school at any time.

## **REASONS FOR TERMINATION OF THE CONTRACT**

### **The Child Does Not Adjust to the School Program**

The Model School is committed to doing everything possible to help each child make a healthy and happy adjustment. In the unlikely event that a child is unable to adjust to the school setting within a reasonable period of time, as determined by the parents and the

staff, parents will be permitted to withdraw upon request, and the contract will be rescinded.

**The Child exhibits Serious behavior problems**

Occasionally a child may exhibit behavioral problems which are beyond the scope of the school or a regular group setting, and he or she may be deemed to be inappropriately placed. Any child who consistently exhibits behaviors which are inimical to the welfare of the group or to any individual in the group and who does not respond to the normal intervention strategies may be referred for appropriate services and the contract will be terminated. Upon request, efforts will be made to help parents or guardians to find suitable placement

**Failure to pay fees**

This contract may be rescinded for failure to pay fees when due or to make satisfactory arrangements and adhere to them.

**Inappropriate follow through by persons on subsidized programs**

In order for the school to receive payment, parents must maintain eligibility and must complete time sheets and all required paper work accurately and on time.

**Rude or disrespectful behavior toward staff members**

The Model School works hard to recruit, train and maintain a highly qualified, loving and responsive staff. We expect our staff to treat our clients with great respect and to receive the same kind of treatment in return. Our expectation is that any concern or complaint will be discussed with the appropriate party in a positive, problem solving manner. In the event the client is still dissatisfied, she or he is invited to discuss the issue with the director.

**THANK YOU FOR BEING A PART OF THE MODEL SCHOOL FAMILY!**

**PLEASE RETURN THIS PAGE**

**The Model School Contract Signature Page**

**July 1, 2019 - June 30, 2020**

The Model School hereby accepts \_\_\_\_\_ for enrollment for the 2019-2020 school year. The applicant whose signature appears at the bottom of this contract has received a copy of the Model School Parents' Manual, the school calendar and fee schedule and accepts the philosophy of the school and the terms and conditions of this contract. The appropriate program and selected payment option are checked below.

**REGISTRATION FEES**

Admission Fee	\$ 55.00	Non refundable one time only fee
Tuition Deposit	\$ 200.00	One time fee, applicable to the last month's tuition
Insurance Fee	\$ 150.00	Annual fee due each July 1 <sup>st</sup> – See discounts, page 1, paragraph 5.
Parents' Group Dues	\$ 100.00	Payable to <b>The Model School Parents' Group</b> each July 1 <sup>st</sup> .
<b>NOTE:</b>	<i>The first two items do not apply to children currently enrolled!</i>	

**ENROLLMENT PLANS**

**Class** \_\_\_\_\_ **Days of Attendance: M T W Th F**  
*Please circle days*

**Hours: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Payment Plan:** (circle one) monthly, bimonthly, semi annually, annually, subsidized, other

**FEES PAID**

**Admission Fee** \_\_\_\_\_  
**Tuition Deposit** \_\_\_\_\_  
**Insurance Fee** \_\_\_\_\_  
**Parents' Group Dues** \_\_\_\_\_  
**First month's Tuition** \_\_\_\_\_

**REGULAR MONTHLY INSTALLMENTS DUE:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Signatures:** \_\_\_\_\_

Parent(s) or Guardian

Office Manager or Director

Dates of contract changes or adjustments: \_\_\_\_\_  
Used only when significant changes are made

**MODEL SCHOOL FEE SCHEDULE**

July 1, 2018 - June 30, 2019

<b>Admission Fee</b>	<b>\$ 55.00</b>
<b>Tuition deposit</b>	<b>200.00*</b>
<b>Insurance Fee</b>	<b>150.00**</b>
<b>Parents' Group Dues</b>	<b>100.00**</b>

**Total Registration Fees 505.00**

\*Applicable to the last month's tuition

\*\*Annual fees due each July

*All fees except the non-refundable admission fee will be prorated after July 1*

**Pre-kindergarten Fee Schedule**

**These rates apply to children from age 2.5 to 6**

Weekly Hours to: Monthly Rate

<b>20</b>		<b>1295</b>
<b>25</b>		<b>1393</b>
<b>30</b>		<b>1482</b>
<b>35</b>		<b>1564</b>
<b>40</b>		<b>1642</b>
<b>45</b>		<b>1713</b>
<b>50</b>		<b>1779</b>
<b>55</b>		<b>1801</b>

**Infant/Toddler Fee Schedule**

**These rates apply to children from 3 months to 30 months**

<b>20</b>		<b>1537</b>
<b>25</b>		<b>1647</b>
<b>30</b>		<b>1746</b>
<b>35</b>		<b>1839</b>
<b>40</b>		<b>1928</b>
<b>45</b>		<b>2010</b>
<b>50</b>		<b>2077</b>
<b>55</b>		<b>2099</b>

# **ADDENDUM TO THE 2019-2020 CONTRACT**

## **Request for Admission to the Toddler Option Program**

(Pre-Toddler 2 Class)

During the new infant center licensing process, The Model School unexpectedly lost some anticipated “spots” which negatively affected both our waiting lists and the enrollment process.

Our community care licensing analyst has advised us of a practical and exciting option which we cannot afford to ignore because it allows us to make up for lost “spots”, to address some of the waiting list issues, to accommodate parents who have been on the waiting much too long and to better serve our public.

California state regulations refer to this program as “**The Toddler Option**”.

However, it is important to realize that this option is very different from the one discussed a little over a year ago because it is legally linked to the preschool program rather than to the infant program and it starts at 18 months and feeds directly into the toddler 2 program. For Model School purposes, the Toddler Option may be called the **Pre-Toddler 2 class**. It will be housed in the classroom formerly known as Toddler 1 which is adjacent to the current Toddler 2 classroom.

Parents who have children between the ages **18 and 24** months and who wish to enroll them **in the Toddler Option** must specifically request the class and sign both the regular contract and this contract addendum.

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I wish to enroll my child in the Toddler Option program. I understand that at this time a child must be between the ages of 18 and 24 months to be eligible for this program.

**Note:** The fee schedule listed above is the same for all Model School families. Supplemental fee information and the current annual calendar will be found in the Parents’ Manual posted on the parents’ bulletin board and various other places around the building. The fee schedule is based on the age of the child and the number of contracted hours. The minimum number of hours, however, is 20. You do, however, have the option to change your hours when your situation warrants.

\_\_\_\_\_  
Parent’s Name (*Please print*)

\_\_\_\_\_  
Parent’s Signature

Child’s Name \_\_\_\_\_ Today’s Date \_\_\_\_\_

Child’s Birth Date \_\_\_\_\_

Signature \_\_\_\_\_  
Office Manager