

Yang Fan Preschool Admissions

Young Preschool * Preschool * Pre-Kindergarten

Please note that the Admission Forms will NOT be accepted on the same day as the child starts.

NEW STUDENTS

All forms (including the Physician's Report (LIC 701) must be completed and returned to the Preschool office **BEFORE** your child can attend Yang Fan Preschool. **Please note that the Physician's Report (LIC 701) requires your prompt attention.** Please be sure to allow your child's pediatrician sufficient time to complete and return the form to you before your child's start date with the Preschool. These forms are required by the State of California Licensing Division and without these completed and signed forms your child may be dismissed from Yang Fan Preschool.

RETURNING STUDENTS

If you are a current family and re-enrolling for the new school year, please complete the Preschool Enrollment Form and the Admissions Agreement only; all other forms are already part of your child's file.

- Yang Fan Preschool Enrollment Form
- Yang Fan Preschool Admissions Agreement
- Copy of Immunizations/Blue Shot Card
- Receipt of Notification of Personal Rights (LIC 613A)
- Consent for Medical Treatment (LIC 627)
- Identification and Emergency Information (LIC 700)
- Child's Preadmission Health Evaluation – Physician's Report (LIC 701)
- Child's Preadmission Health History – Parent's Report (LIC 702)
- Receipt of Notification of Parents' Rights (LIC 995)
- Nebulizer/Inhaled Medications, if applicable to your Child (LIC 9166)
- Yang Fan Preschool Emergency Information Sheet
- Yang Fan Preschool Walking Field Trip Permission Form
- Yang Fan Preschool Sunscreen Permission Form

YANG FAN PRESCHOOL

4160 Hacienda Drive, #200 Pleasanton, CA 94588 (925) 847-3023 LIC #013420956

2019/2020

Tuition and Fee Schedule Rates effective 8/14/2019

PROGRAM	MONTHLY SCHEDULE	TUITION
	Full Day Programs	
Young Preschool to Pre-Kindergarten	5 Full Days (8:00AM–6:00PM)	\$ 1150.00
Young Preschool must be 2 yrs. by desired start date; Preschool must be 3 yrs. by 12/1/19; Pre-K must be 4 yrs. by 12/1/19	3 Full Days (8:00AM–6:00PM)	950.00
	Half Day Program	
Young Preschool to Pre-Kindergarten	5 Half Days (8:00AM–12:30PM)	\$ 950.00
Tuition includes lunch and two snacks for full day programs and lunch and one snack for half day program		
ADDITIONAL FEES		
Non-refundable Registration Fee	\$ 60	
Non-refundable Materials Fee	\$300/annual academic school year	
*Potty Training Fee	\$150/month	
Extended Care (per month)	\$110/7:00-8:00AM & 6:00-6:30PM	
	\$ 60/7:00-8:00AM	
	\$ 60/6:00-6:30PM	
<u>*Students who are in diapers/pull-ups.</u>		
DUE WITH ENROLLMENT		
<i>NEW STUDENTS Enrollment requires a completed Enrollment Form and Admissions Agreement along with the Registration Fee of \$60, a Deposit of one-half first month's tuition, and the \$300 annual Materials Fee for the academic school year. The Deposit stays in the student's account and will be applied to the student's last month's tuition upon 30-days written notice to withdraw.</i>		
<i>RETURNING STUDENTS Each year we ask current students to re-enroll for the upcoming school year by completing the Enrollment Form and Admissions Agreement along with the \$300 annual Materials Fee for the academic school year.</i>		
All tuition and fees are non-refundable.		

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Enrollment Form

APPLICATION DATE _____

(Please complete entire form)

CHILD'S INFORMATION

FULL NAME _____ DATE OF BIRTH _____ AGE _____

PREFERRED NAME _____ GENDER MALE FEMALE

HOME ADDRESS _____ HOME PHONE _____

CITY _____ STATE _____ ZIP _____

NAME OF PRESENT OF SCHOOL _____ REASONS FOR LEAVING _____

DOES YOUR CHILD REQUIRE **ANY SPECIAL MEDICAL ATTENTION** (EXAMPLE: ASTHMA, SEASONAL OR FOOD ALLERGIES, ETC.)
 YES NO

SPECIAL DIET (VEGETARIAN, GLUTEN OR DAIRY FREE, ETC.)? YES NO

IF YES, PLEASE EXPLAIN _____

IS YOUR CHILD FULLY POTTY TRAINED? YES NO

IF NO, WHAT STAGE?

WHAT LANGUAGE(S) DOES YOUR CHILD SPEAK? _____

DESIRED START DATE _____

PROGRAM - PLEASE INDICATE CHOICE – AGE / CLASS AND PROGRAM DAYS **CHILD'S AGE ON START DATE** _____

YOUNG PRESCHOOL (2-3 yrs; must be at least 2 yrs by desired start date) PRESCHOOL (3-4 yrs; must be 3 on or before Dec. 1 of the enrollment year)

PRE-K (4-5 yrs; must be 4 on or before Dec. 1 of the enrollment year)

FULL DAY (5 days) _____

FULL DAY (3 days) _____ Days Desired M__ T__ W__ TH__ F__

FULL DAY (2 days) _____ Days Desired M__ T__ W__ TH__ F__

HALF DAY (5 days) _____ (AM only)

Extended Care AM__ (7-8am) PM__ (6-6:30pm) Both__

Our programs, including curriculum and special classes, are designed for the five full days per week schedule. Two and Three-day schedules are available; however, please note that missed curriculum and activities are not made up.

FAMILY INFORMATION

(EXISTING STUDENTS: **If the family information is the same as last year, please skip the rest of the form and go directly to the signature**)

MOTHER/PARENT/GUARDIAN NAME _____

OCCUPATION _____ EMPLOYER _____

HOME PHONE _____ WORK _____ CELL _____

E-MAIL _____ DRIVERS LICENSE # _____

FATHER/PARENT/GUARDIAN NAME _____

OCCUPATION _____ EMPLOYER _____

HOME PHONE _____ WORK _____ CELL _____

E-MAIL _____ DRIVERS LICENSE # _____

Child lives with (choose from these options). Please check all family members/adults living with the child.

Both Parents Both Parents in Different Households Mother Father

Guardian(s) Grandparent(s) Aunt/Uncle

Sibling: Name _____ Age _____ Does sibling currently attend Yang Fan Preschool or After School Program? YES NO

Sibling: Name _____ Age _____ Does sibling currently attend Yang Fan Preschool or After School Program? YES NO

Sibling: Name _____ Age _____ Does sibling currently attend Yang Fan Preschool or After School Program? YES NO

CHILD'S SOCIAL AND BEHAVIORAL BACKGROUND

Does child have any special physical emotional or educational needs? If yes, please explain.

Does child take any medications? _____ if so, please list and indicate the reason.

What more would you like us to know about your child?

How did you hear about Yang Fan Preschool? Please check all that apply.

Preschool Tour Relative | Friend Attending Website Advertisement

Yang Fan Academy Current Family

Name of referring family _____

I/we understand that the registration fee and one-half first month's tuition deposit along with the Admissions Agreement must accompany this form, that all tuition and fees paid are non-refundable and that a 30-day written notice is required to withdraw my child from Yang Fan Preschool. The registration fee and one-half first month's tuition is forfeited if our/my child does not begin attending Yang Fan Preschool on the agreed upon start date.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Yang Fan Preschool does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in the administration of its educational or enrollment policies.

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Admissions Agreement 2019/2020

THIS AGREEMENT is made by and between

(Hereinafter referred to as "Parent(s)") and Yang Fan Preschool (hereinafter referred to as Yang Fan).

PLEASE READ, INITIAL EACH LINE, AND SIGN.

1. Parent(s) hereby enroll (**Child's Name**) _____ (Date of Birth) _____ in Yang Fan.

2. **Basic Services Offered** – Yang Fan offers the following programs:

* Half-day (4.5 hours) and full day educational programs for ages two (2) years to six (6) years old.

* Extended Care (7:00-8:00am & 6:00-6:30pm)

Our programs cover social development, large motor coordination, fine motor skills, developing listening skills, music and movement activities, math readiness skills, science activities, reading readiness activities, language concepts, art and crafts, outside play, self-help skills, and Chinese language instruction.

3. **Payment Provisions**

Parent(s) agree to pay the monthly tuition and fees regardless of the child's attendance. There will be no make-up days or hours, vacation credit or credit for vacation time off or illness. Yang Fan is responsible for the care and supervision of my child as follows:

_____ Five full days, \$1150/month

_____ Three full days, \$950/month

_____ Five half days- AM only (4.5 hours), \$950/month

_____ Monthly Fee for Students in diapers and/or pull-ups \$150/month. Pre-K students must be potty trained.

Extended Care Fees, if enrolled:

_____ 7:00-8:00am AND 6:00-6:30pm, \$110/month;

_____ 7:00-8:00am, \$60/month

_____ 6:00-6:30pm, \$60/month

4. **Rights of the Licensing Agency**

The Department or Licensing Agency shall have the authority to interview children or staff and inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member; and for the examination of all records relation to the operation of the childcare center. The Department or Licensing Agency has the authority to observe the physical condition of the child(ren), including conditions that could indicate the abuse, neglect, or inappropriate placement.

5. **Late Pick Up Fees**

Parent(s) agree to pay a late pick up fee of \$1.00 for every minute after 6:00pm or 6:30pm if enrolled in extended care. Parent(s) agree to pay a late fee of \$1.00 for every minute after 12:30pm if student is enrolled in half-day program. Parents will be billed for late pick up fees.

6. **Refund Policy**

Parent(s) understand that their obligation to pay all fees, including tuition, is unconditional and that no portion of the fees paid or outstanding will be refunded in the event of absence, withdrawal, or dismissal from Yang Fan. Paid monthly tuition is non-refundable. The registration fee and one-half first month's tuition is forfeited if our/my child does not begin attending Yang Fan Preschool on the agreed upon start date per the enrollment form.

7. **Enrollment / Re-enrollment Each Year**

A non-refundable \$60 registration fee per student plus a non-refundable deposit of one half of the first month's tuition is due with the initial enrollment. The deposit will be credited back on the last month's tuition given a 30-day notice to withdraw otherwise the deposit is forfeited. Parents are required to re-enroll for the following school year. Enrollment is not guaranteed and is subject to availability.

8. **Withdrawal**

Parent(s) must provide a written (30) day notice to withdraw their child from the program. If the notice is less than thirty (30) days parent(s) are obligated to pay the full thirty (30) days tuition and the deposit is forfeited

9. **Leave of Absence**

Tuition will be charged regularly unless parents give notice for any leave of absence. Parent(s) choosing a continuous leave of absence for less than two (2) calendar weeks will receive no credit and will be charged full tuition for the days a student is absent. If a student is continuously absent for more than two (2) calendar weeks up to one (1) calendar month, the student will be charged for two (2) weeks for days that student is absent. To save a spot guaranteed for student upon his/her return, student must obtain the acknowledgement of the Director by completing a Leave of Absence form and pre-pay \$60 reinstatement fee. A student may have only one (1) calendar month leave of absence during the academic school year. In the event a student is continuously absent beyond one (1) calendar month, the student will be considered to have withdrawn, and the student's deposits will be forfeited without 30 days ahead written notice. Subject to availability of spot, parent(s) may re-enroll their students and are responsible for the non-refundable enrollment fee, annual material fee and the tuition deposit.

10. **Modification Conditions**

Yang Fan reserves the right to change tuition at any time. A written notice of any rate change will be available thirty (30) calendar days prior to the effective date of the change. The school retains the express right to add, omit, amend or change this admission agreement and/or policies at any time.

- 11. **Sign-In, Sign-Out Policy**
Parent(s) understand that California State Licensing Law requires that children must be signed in and out of Yang Fan each day with a complete signature. Parent(s) understand that they must sign their child in and out each day (or another responsible adult at least 18 years of age that the parent(s) have named to pick up their child) and Yang Fan is not responsible for any child until s/he is signed in or after s/he is signed out. Parent(s) are financially responsible for any fines/fees imposed upon Yang Fan Preschool by the state licensing agency because of a parent or authorized adult's failure to sign in or out and/or failure to provide a full and complete signature.
- 12. **Materials Fee**
Parent(s) agree to pay a non-refundable materials fee of \$300 per child each academic school year. This fee is not pro-rated.
- 13. **Sibling Discount**
Parent(s) understand there is a \$25 monthly sibling discount: \$25 for full time preschool student based on the monthly billing cycle for the preschool and \$23 for full time sibling enrolled in Yang Fan Academy afterschool program based on the 4 week billing cycle at the academy. Full time is considered 5 days per week and full day attendees. If both siblings are enrolled in the preschool full time each sibling will receive the \$25 off per month sibling discount. This sibling discount applies to the academic school year.
- 14. **Parent(s) Liability**
Parent(s) understand that their obligation to pay all fees, including tuition, is unconditional and that no portion of the fees paid or outstanding will be refunded in the event of absence, withdrawal, or dismissal from Yang Fan. Parent(s) must provide a written thirty (30) day notice to withdraw their child from the program. If the notice is less than thirty (30) days, parent(s) are obligated to pay the full thirty (30) days tuition.
- 15. **Grounds for Dismissal**
The delinquency of tuition or any other school fees shall be grounds for dismissal. Yang Fan retains the right to terminate enrollment if the student, parent(s), or guardian(s) do not comply with policies, rules or regulations of Yang Fan, specifically including, but not limited to, all policies, rules, and regulations specified in the Yang Fan Family Handbook. Yang Fan may also terminate enrollment if the student, parent(s), or guardian(s) fail to cooperate with faculty and administration. Yang Fan reserves the right to dismiss a student if his or her physical or mental disabilities preclude the school from providing for the necessary needs of the student.
- YES 16. **Publicity**
NO Parent(s) agree that Yang Fan has permission to use their student's image or likeness pertaining to school functions and activities, student work, etc. in photographs/videos/websites/brochures or other school promotional media without financial compensation.
- 17. **Change of Schedule**
Requests for a change to your student's schedule must be submitted in writing before the last day of the month. All requests are subject to approval and space availability.
- 18. **Optional Services Offered**
Yang Fan Preschool offers no optional services. Independent contractors providing extra-curricular activities for students on site are separate from Yang Fan Preschool. Yang Fan Preschool assumes no responsibility or liability for these contractors or agreement(s) parents may enter into with them.
- 19. **Late Charges**
If tuition is not received on or before the due date, a \$5.00/day late fee will be charged after the due date. A \$25 fee will be assessed for returned checks.

Accepted by: _____

Parent/Guardian signature	Print full name	Date
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Accepted by: _____

Parent/Guardian signature	Print full name	Date
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Accepted by: _____

Administrator's signature	Print full name	Date
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