

# 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.

### **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 listed below 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

2020/2021

## Tuition and Fee Schedule Rates effective Fall 2020

PROGRAM	MONTHLY SCHEDULE	TUITION
<b>Full Day Programs</b>		
<b>Young Preschool to Pre-Kindergarten</b>	5 Full Days (8:00AM–6:00PM)	\$ 1195
Young Preschool must be 2 yrs. by desired start date; Preschool must be 3 yrs. by 12/1/20; Pre-K must be 4 yrs. by 12/1/20	3 Full Days (8:00AM–6:00PM)	995
<b>Half Day Program</b>		
<b>Young Preschool to Pre-Kindergarten</b>	5 Half Days (8:00AM–12:30PM)	\$ 995
<b>**Tuition includes lunch and two snacks for full day programs and lunch and one snack for half day program**</b>		
<b>ADDITIONAL FEES</b>		
Non-refundable Registration Fee	\$ 60	
Non-refundable Materials Fee	\$300/annual academic school year	
*Non-Potty Trained Fee	\$180/month	
Extended Care (per month)	\$120/7:00-8:00AM & 6:00-6:30PM	
	\$ 65/7:00-8:00AM	
	\$ 65/6:00-6:30PM	
<p>*Students who are in diapers/pull-ups are charged this monthly fee.</p>		
<b>DUE WITH ENROLLMENT</b>		
<p><b>RETURNING STUDENTS</b> <u>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.</u></p>		
<p><b>NEW STUDENTS</b> 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.</p>		
<p><b>ALL STUDENTS</b> The deposits paid to and/or remained in Yang Fan Preschool are not refundable <u>before</u> the student attending Yang Fan Preschool for at least 30 days in the school year. In addition, the deposit is not refundable unless a 30-day written notice has been given prior to the last day of attendance.</p>		
<b>All tuition and fees are non-refundable.</b>		

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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\_\_

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 # \_\_\_\_\_



# YANG FAN PRESCHOOL

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## Admissions Agreement 2020/2021

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, \$1195/month

\_\_\_\_\_ Three full days, \$995/month

\_\_\_\_\_ Five half days- AM only (4.5 hours), \$995/month

\_\_\_\_\_ Monthly Fee for Students in diapers and/or pull-ups \$180/month. Pre-K students must be potty-trained.

Extended Care Fees, if enrolled:

\_\_\_\_\_ 7:00-8:00am AND 6:00-6:30pm, \$120/month;

\_\_\_\_\_ 7:00-8:00am, \$65/month

\_\_\_\_\_ 6:00-6:30pm, \$65/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 children, 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 and Withdrawal 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 deposit is forfeited if our/my child does not begin attending Yang Fan Preschool on the agreed upon start date per the enrollment form. The deposits paid to and/or remained in Yang Fan Preschool are not refundable **before** the student attending Yang Fan Preschool for at least 30-days. In addition, all deposits paid will not be refunded unless a 30-day written notice to withdraw has been given prior to the last day of attendance.

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

For new students a non-refundable \$60 registration fee per student plus a non-refundable deposit of one half of the first month's tuition deposit and the non-refundable materials fees are due with enrollment. Parents are required to re-enroll their student for the following school year and attach a check for \$300 for the materials fees. Enrollment is not guaranteed and is subject to availability.

8. **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.

9. **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.



# Yang Fan Preschool



## Academic School Year 2020-2021

Mon., Sept. 7, 2020	Labor Day
Wed., Nov. 11, 2020	Veterans Day
Thurs. & Fri., Nov. 26-27, 2020	Thanksgiving
Mon., Dec. 21, 2020 - Fri. Jan. 1, 2021	Winter Break
Mon., Jan. 18, 2021	MLK, Jr. Day
Mon. Feb. 15, 2021	Presidents Day
Mon., May 31, 2021	Memorial Day