

Yang Fan Preschool

Young Preschool * Preschool * Pre-Kindergarten

Please note that the Enrollment Form 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 Enrollment only; all other forms listed below are already part of your child's file.

- Yang Fan Preschool Enrollment Form
- Copy of Immunizations or 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)

YANG FAN PRESCHOOL

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

2024/25

Tuition and Fee Schedule

Rates effective June 1, 2024

PROGRAM	MONTHLY SCHEDULE	TUITION
	Full Day Programs	
Young Preschool to Pre-Kindergarten	5 Full Days (8:00AM-5:30PM)	\$1430
Young Preschool must be 2 yrs. by desired start date.	3 Full Days (8:00AM-5:30PM)	\$1180
	2 Full Days (8:00AM-5:30PM)	\$ 985
	Half Day Program	
Young Preschool to Pre-Kindergarten	5 Half Days (8:00AM-5:30PM)	\$1180
ADDITIONAL FEES		
One time non-refundable Registration Fee	\$150	
Non-refundable Materials Fee	\$350/annual school year (June 1-May 31)	
Non Potty-Trained Monthly Fee	\$180/5 full days; \$140/3 full days or 5 half days; \$80/2 full days	
<p>Students who are in diapers or pull-ups are charged this monthly fee. Once the children are out of diapers or pull-ups, this monthly fee is removed. Children enrolled in the Young Preschool class do not need to be potty-trained. Please note that students enrolled in the Preschool or Pre-Kindergarten classes must be potty-trained.</p>		
DUE WITH ENROLLMENT		
<u>RETURNING STUDENTS</u> <i>We ask current students to re-enroll each year by completing the Enrollment Form and making program changes.</i>		
<u>NEW STUDENTS</u> <i>Enrollment requires a completed Enrollment Form along with the Registration Fee of \$150 and a Deposit of one-half first month's tuition. The \$350 annual Materials Fee for the new school year may be submitted at time of enrollment or billed/due with your first invoice.</i>		
<u>ALL STUDENTS</u> <i>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. The deposit will be applied on your child's invoice with us. The Registration Fee and Materials Fee are non-refundable.</i>		
<u>Tuition is calculated for the days the preschool is open and therefore there is no credit given for the days Yang Fan is closed for any holidays as noted on our yearly calendar.</u>		

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Enrollment Form

APPLICATION DATE _____

CHILD'S INFORMATION

FULL NAME _____ DATE OF BIRTH _____ AGE _____

PREFERRED NAME _____ GENDER ____ MALE ____ FEMALE

Name of present school or daycare: _____

Reason(s) for leaving: _____

What language does your child speak? _____

Does your child have any special physical, emotional, or educational needs? If yes, please explain. What more would you like us to know about your child? You may attach a separate sheet of paper.

Allergies/special diet (vegetarian, etc.)? If yes, please explain.

Child lives with (please check all family members/adult(s):

____ Both Parents ____ Both Parents in Different Household

____ Guardian(s) ____ Grandparent(s) ____ Aunt/Uncle

PROGRAM INFORMATION

Desired Start Date _____

Young Preschool

Children must be at least 2 years of age on start date

- 5 Full-Days/Week (8:00 AM – 5:30 PM) \$1430/month plus diaper/pull-up fee \$180/month
 3 Full Days/Week (8:00 AM – 5:30 PM) \$1180/month plus diaper/pull-up fee \$140/month
Please indicate program days: _____
 2 Full Days/Week 8:00 AM – 5:30 PM) \$985 plus diaper/pull-up fee \$80/month
Please indicate program days: _____
 5 Half-Days/Week (8:00 AM – 12:00 PM) \$1180/month plus diaper/pull-up fee \$140/month

Preschool Pre-Kindergarten

Children must be potty trained to enroll in Preschool & Pre-Kindergarten

- 5 Full-Days/Week (8:00 AM – 5:30 PM) \$1430/month
 3 Full Days/Week (8:00 AM – 5:30 PM) \$1180/month
Please indicate program days: _____
 2 Full Days/Week 8:00 AM – 5:30 PM) \$985
Please indicate program days: _____
 5 Half-Days/Week (8:00 AM – 12:00 PM) \$1180

FAMILY INFORMATION

MOTHER/PARENT/GUARDIAN NAME _____

Cell _____ Alternative Phone Number _____

E-Mail _____

Occupation/Employer _____

FATHER/PARENT/GUARDIAN NAME _____

Cell _____ Alternative Phone Number _____

E-Mail _____

Occupation/Employer _____

Sibling(s) attending Yang Fan Academy: _____

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

_____ Preschool Tour _____ Website _____ Relative | Friend Attending: Name of referring family _____

Basic Services Offered: Yang Fan offers full day and half day programs. Our programs cover social development, large and 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, Mandarin Chinese (Pre-K/TK) and self-help skills. Snack is provided by the preschool and is included in tuition; children bring lunches from home or they may participate in purchasing school lunches on a monthly basis..

Student File: The student's file must be completed before the child's first day of school including the Physician's Report and Immunization Record. Without a Physician's Report and complete Immunization Record, a child will not be able to start until those two items are received. If a Physician requires a TB test, the parent must provide the child's TB clearance before the start date.

State Licensing: The state licensing agency has the right to review child or facility records and files without prior consent. When necessary, the agency may interview a child or parent with or without permission from the School.

Holidays and Staff Development Days: The School is closed to all children on Labor Day, Veteran's Day, Thanksgiving (2 days), Christmas/New Year's Day and Winter Break (see Holiday Calendar), Martin L. King Day, President's Day, Memorial Day, Juneteenth Day, Independence Day (2 days), and *possibly* 1 day in a year for Teacher Training.. The School reserves the right to make changes to the days off. The tuition will not be prorated.

Late Pick-Up Fees: Parent(s) agree to pay a late pick up fee of \$1.00 for every minute late.

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.

Enrollment / Re-enrollment Each Year: For new students a non-refundable \$150 registration fee per plus a non-refundable deposit of one half of the first month's tuition deposit are due with enrollment. The non-refundable materials fee of \$350 may be paid at the time of enrollment or billed on your child's first invoice. Parents are required to re-enroll their student the start of each new school year. Enrollment is not guaranteed and is subject to availability. Current students will be billed the annual materials fees in June. The materials fee is not prorated.

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.. 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 a spot, parent(s) may re-enroll their students and are responsible for the non-refundable enrollment fee, annual material fee and the tuition deposit.

Modification Conditions: Yang Fan reserves the right to change tuition rates 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 Enrollment and/or policies at any time.

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.

Sibling Discount: Parent(s) understand there is a \$25 monthly sibling discount: Both siblings must be attending full time (five full days).

Termination: The School reserves the right to terminate the enrollment of any child who in its judgment is not benefiting from the program due to the child's behavior or if a parent, parents, or guardians violate any school policies and procedures. No tuition refund will be given.

Publicity: 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. ___Yes ___No

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.

Medical, Dental, And Related Expenses: The School will not be responsible for any medical, dental, optometry, or related medical expenses, including ambulance expenses if the child gets injured at school. Parents or Guardians will be responsible for all medical, dental, and all related medical expenses.

Late Charges: If tuition is not received on or before the due date, a \$5/day late fee will be charged after the due date.

I/we understand that the registration fee and one-half first month's tuition deposit 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 deposit is forfeited if our/my child does not begin attending Yang Fan Preschool on the agreed upon start date. ***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 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. The deposit will be credited back on your final invoice with Yang Fan Preschool.***

I have read, understand, and agree to all of the terms and conditions outlined in this contract.

PARENT/GUARDIAN SIGNATURE

DATE

Yang Fan Preschool

Holiday Calendar June 2024-May 2025

Wed., June 19, 2024	Juneteenth Day - PS Closed
Thurs. & Fri., July 4 & 5, 2024	Independence Day - PS Closed
Mon., Sept. 2, 2024	Labor Day - PS Closed
Mon., Nov. 11, 2024	Veterans Day - PS Closed
Thurs. & Fri., Nov. 28 & 29, 2024	Thanksgiving Break - PS Closed
Mon., Dec. 23, 2024-Fri., Dec. 27, 2024	Winter Break - PS Closed
Wed., Jan. 1, 2025	New Year Day - PS Closed
Mon., Jan. 20, 2025	MLK, Jr. Day - PS Closed
Mon., Feb. 17, 2025	Presidents Day - PS Closed
Mon., May 26, 2025	Memorial Day - PS Closed