

**ADMISSION AGREEMENT 2024-2025**  
Sunnymont-Westside Parent Participation Nursery School  
15040 Union Avenue, San Jose, CA 95124

Child's Full Name: \_\_\_\_\_

**1. BASIC SERVICES** (Please check the applicable box.)

**1 Day Parent/Toddler Experience**

Meets Tues 3:00 p.m. to 5:00 p.m.  
Tuition is \$160 per month.  
Children must be 1 year old by Sept. 1st  
Parents attend class with their children.

**2 Day Class:**

Meets Tues/Thur 9:30 a.m. - 12:00 noon.  
Tuition is \$350 per month  
Children must be 3 years old by Sept. 1st  
Parents work one session per week in the classroom.

**3 Day Class:**

Meets M/W/F 9:30 a.m. - 12:00 noon.  
Tuition is \$475 per month  
Children must be 3 years old by Sept. 1st  
Parents work one session per week in the classroom.

**4-Day TK Class:**

Meets M/T/TH/F 9:00 a.m. - 12:00 noon.  
Tuition is \$560 per month.  
Children must be 4 years old by Sept. 1st  
Parents work one session per week in the classroom.

Parents of children enrolled in this program are always welcome and have the right to enter and visit the classroom at any time during school hours.

Sunnymont-Westside reserves the right to modify class offerings in any way deemed necessary by the Board, including, but not limited to, responding to acts of nature, pandemics, legal requirements and any other events beyond the school's direct control.

Parent Initial: \_\_\_\_\_

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### 2. BASIC REQUIREMENTS

The following are the basic requirements for each family enrolled at Sunnymont-Westside Parent Participation Nursery School:

**School Fees:** I/We understand that tuition will be due monthly on the 1<sup>st</sup> of the month, and considered late after the 10<sup>th</sup>, and that in that case, a \$25 late fee will be added.

**Registration forms:** All must be completed and returned before children may attend class.

**Immunization:** Per California law, all children and participating adults must have proof of required immunizations. Adults must also have TB clearance.

**Classroom:** I/We agree to work as a teacher's assistant in the classroom one session per week for each enrolled child.

**Parent Aide Training Classes:** I/We agree to attend one evening Parent Aide Training Class each month August through May in each class we are enrolled in.

**Maintenance:** I/We agree to participate in 2 school maintenance shifts of at least 4 hours per year, or to "buy out" of either maintenance obligation for \$190, or both for \$380. (Optional for Parent/Toddler Experience families.) *\*Buyouts are dependent on enrollment and may not be offered every year.*

**School job:** I/We agree to hold at least one school job, or to pay an additional \$95 each month to buy out of a job. *\*Buyouts are dependent on enrollment and may not be offered every year.*

**Substitute availability:** I/We agree to be available as an on-call emergency substitute as needed.

**Community events:** I/we agree to complete 4 community event hours during the school year.

**Fundraising:** I/We understand that fundraising is an important part of our contribution to the school, and I/We will support school fundraising efforts and will consider a voluntary contribution to the annual fund (\$250 suggested). I/We understand that the annual family donation is fully tax deductible, and is not refundable.

**Compliance with School Rules and Guidelines:** I/We will comply with all Sunnymont-Westside Parent Participation Nursery School rules and guidelines as determined by the Board and/or the Licensing Agency.

**Changes and Flexibility:** I/We understand that Sunnymont-Westside reserves the right to modify class offerings, parent participation and schedules as deemed necessary by the Board, including, but not limited to, responding to acts of nature, pandemics, legal requirements and any other events beyond the school's direct control. I/We agree to be flexible in such a case.

If the children are enrolled in the same class, the parent may (to be determined by the teacher and dependent on enrollment) be given the option to work in the classroom only once per week. If the parent works in the classroom more sessions per week, the second and subsequent tuition will be discounted 25%. If the children are in different classes, the parent must work one session per week in each class and will receive a 25% discount on the lesser tuition(s).

Parent Initial: \_\_\_\_\_

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### 3. TUITION

Annual tuition is broken down into monthly payments for parents' convenience. The security deposit paid at time of registration is nonrefundable after July 1<sup>st</sup> and is applied to the last month's tuition payment. Tuition payments for September - April is payable to **Sunnymont-Westside Parent Participation Nursery School** on the 1<sup>st</sup> of each month, and becomes delinquent on the 10<sup>th</sup> of each month. The school sets its tuition rates for the following school year each spring. Written notice must be given to parents at least 30 days before any rate change.

**Fees:** There is a \$25 fee for late tuition payments. There is a \$36 fee for returned checks.

Monthly Tuition Rates for the 2024-2025 school year are as follows:

- 1 Day Parent/Toddler Experience: \$160
- 2 Day Class: \$350
- 3 Day Combo Class: \$475
- 4 Day TK Class: \$560
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### 4. REFUNDS

**A 30 day notice of resignation must be given to the registrar in writing by mail or email when withdrawing from the school.**

The deposit is used to cover any unpaid charges after your family's 30 day notice has been given, such as the tuition for your last month at school and/or any fees for unfulfilled commitments. It *may* be fully refunded if your financial and school responsibilities have been met.

*For withdrawal notices received in July or August the security deposit is not refundable.*

For withdrawal notices received during the school year (Sept 1st – May 31st) the deposit may be refundable **only** if all the family's school responsibilities are fulfilled through the end of the 30 day period, including payment of the last month's tuition.

Refunds will not be given in the case of missed or canceled school days, unless the Board specifically decides to grant such a refund.

Parent Initial: \_\_\_\_\_

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### 5. RIGHTS OF LICENSING AGENCY

The State of California General Licensing Requirements, Section 101200, states:

“Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of this act, or the regulations adopted by the department pursuant to this act.”

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

### 6. TERMINATION OF AGREEMENT

This agreement is terminated when a child leaves the program and all fees have been paid, usually at the close of the school year. Parents may withdraw the child from school for any reason. To withdraw in good standing prior to the end of the school year, parents must give 30 days written notice of their intent to withdraw by mail or email to the registrar, and are expected to continue to fulfill their responsibilities to the school during the final 30 days of enrollment. Parents leaving prior to the end of the 30 day period, or leaving with unfulfilled responsibilities, will be considered “not in good standing” and will not be eligible for any refund, or for re-enrollment.

The school may terminate this agreement if the school (as represented by the Board) deems that the program does not meet the needs of the child or that the parents have not fulfilled their responsibilities as outlined, or if the school (as represented by the Board) deems it necessary including, but not limited to, in response to acts of nature, pandemics, legal requirements and any other events beyond the school’s direct control.

I understand and agree to the above terms.

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Parent’s Signature

Date