

**Busy Bees Preschool, Inc**  
**Admission Agreement 2019-2020**

**Keep this Agreement for Your records**  
**Return the Acknowledgement Slip with Deposit towards Tuition**

**Basic Service**

Busy Bees Preschool, Inc is licensed by Social Services to provide non-medical care to children aged 2.5 years through entry to kindergarten. Busy Bees Preschool, Inc offers programs for preschool age children between the hours of 8.15am - 3.15pm Monday through Friday. One morning and one afternoon snack will be provided. School Starts **Monday August 5<sup>th</sup> 2019 for Bumble Bees** and **Thursday 8<sup>th</sup> August for Honey Bees and Early Explorers STEM. All children enrolled must be current with immunizations or have a valid exemption from a Pediatric Physician.**

**Optional Service**

We offer a limited number of 'lunch bunch' places each day. Parents must sign up with the administrator and pay ahead for the month. Children attending our morning classes may stay an extra 45 minutes, until 12 noon. Children attending our afternoon classes may come 45 minutes early at 11.30 am. All children should bring a bagged lunch. We do not supply lunch. This service is provided at a charge of \$10 per day.

**Registration Fee**

Busy Bees Preschool, Inc has an annual registration fee which is non refundable and is currently \$100 for new students and \$50 for continuing students.

**Tuition Policy**

**Your first payment is due now with this Admissions Agreement (checks may be post dated for June 1<sup>st</sup> and 10 further payments are due from August 2019 – May 2020.**

If no summer payment is made your monthly rate will be higher than that shown below.

- Honey Bees AM \$2,585      11 payments of \$235
- Honey Bees PM \$2,475      11 payments of \$225
- Bumble Bees AM \$3,630      11 payments of \$330
- Bumble Bees PM \$3,575      11 payments of \$325
- Early Explorers STEM \$2,475      11 payments of \$225
  
- Bumble Bees PLUS Early Explorers STEM (5 days) receive 10% discount on above tuition rates

For your convenience tuition may also be paid in 2 installments (less the initial payment due with this Agreement) . A 5% **discount will be applied to both these installments which are due by 1st August 2019 and 1st January 2020** (cannot be combined with any other discounts.) A late fee of \$10.00 will be charged after the 6th of the month. In the unlikely event that Busy Bees has to close due to accident, emergency or circumstances out with our control payment must continue to be paid for a period not to exceed 30 days. A 30 day notice will be given if the tuition amounts are to be modified.

**Payment Options**

The preferred method of payment is for parents to arrange **Automatic Bill Payment** scheduled for the 1<sup>st</sup> of the month. Checks made payable to Busy Bees Preschool, Inc, can be sent to 1261 Hawks Flight Court, Suite F, El Dorado Hills, CA 95762. There is a tuition drop box **inside** the preschool for checks. If paying cash please hand in to the office. Please note there is a service charge or 2.9% if paying by credit card/PayPal plus 30 cents per transaction for Paypal (this service charge covers third party charges).

**Sibling Discount:**

Following full payment of one sibling other enrolled siblings are eligible for a 10% discount.

**Termination of Agreement:**

This Agreement may be terminated when a 30 day written notice is given to the Administrator. Tuition must continue to be paid during the 30 day notice period. We will not accept notice to terminate after April 1<sup>st</sup>. Anyone wishing to leave the program after this date is liable for full tuition for April and May

**Refund Policy:**

There will be no refunds for absences due to holidays, vacations, illness, doctor's /dentist visits, family necessity etc. Any other refunds are at the discretion of the Administrator.

**Holidays:**

Busy Bees Preschool, Inc will be closed at certain times of the year . Holidays are listed in the Parent Handbook.

**Returned Checks:**

In the event of a check being returned all charges associated with the returned check will be billed to you. If more than 2 checks are returned within a calendar year you will be asked to pay by cash.

**Late Pick-Up Penalty:**

Children MUST be picked up on time. Busy Bees has licensed hours of operation and capacity. You may be charged for picking up your child late at a rate of \$1 per minute. **Class times must be adhered to.**

**Absences:**

Please notify us of any planned absences. On a day your child is sick or will not attend for any other reason please call or email.

**Daily Sign-In and Sign-Out Policy:**

Parents/guardians or anyone designated by them will be responsible for signing children in and out of class. Full signature must be used.

**Release of Children:**

A child will only be released to the parent/guardian named on this Agreement and to those persons listed on the Identification and Emergency Information form. Please notify the office or tell your child's teacher if someone other than you is going to pick-up your child on a specific day - this person may be asked to show photo ID.

**Emergency Contacts:**

You are required to maintain at all times at least 2 additional emergency contacts and ensure all the information provided on the Identification and Emergency Form is up to date and accurate. In an emergency where no one listed can be reached the staff at the center may have to contact the police or other emergency authorities.

**In the Event Of Illness:**

If your child becomes ill while at Busy Bees Preschool you will be asked to pick them up immediately. Children may not attend preschool if they are ill.

**In the Event of Communicable Disease:**

The Administrator must be informed within 24 hours if a child has developed a communicable disease.

**In the Event of Emergency:**

The physicians listed on the child's Emergency Information Form may be contacted in the event of an emergency. A child may be transported to a local hospital for care in the event of an emergency when a parent/guardian cannot be reached. Busy Bees Preschool, Inc and its employees and owner will not be Liable for any expenses incurred. These will be the responsibility of the parent/guardian.

**Rights of the Licensing Agency:**

The Department of Social Services Licensing Department under the authority to inspect specified in the Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535 has the authority to interview children attending the Childcare Center or staff without prior consent (Title 22, Division 12, Chapter 1, 101200 (b) (c). This authority includes the right to inspect, audit and copy child or child care center records upon demand during normal business hours.

**Conditions under which this agreement may be terminated:**

This Agreement can be terminated at any time by Busy Bees Preschool, Inc and a child may be withdrawn from the program for the following reasons:

- the child presents a health or a safety threat
- repeated discipline problems
- lack of parental cooperation
- on-going late pickup
- Inappropriate parental behavior to teachers, staff or other children
- on-going late payment of fees
- the needs of the child cannot be met

**Photographs**

Photographs of children at Busy Bees Preschool, Inc may be used on the school website or in advertising/promotional material unless a parent or guardian informs the Administrator **in writing** that images of their child can not to be used.

**Transportation**

It is the policy of Busy Bees Preschool not to transport children in our care. If a field trip is organized parents are responsible for transporting their child and must stay with their child throughout the trip/event.

**Please keep this Admission Agreement for your records. Detach and return the section below along with 1<sup>st</sup> payment towards annual tuition (post dated June 1<sup>st</sup> if preferred).**

-----  
***ACKNOWLEDGEMENT OF RECEIPT OF ADMISSION AGREEMENT AND SCHOOL HANDBOOK (Parent) AND OF DEPOSIT (Administrator). Keep in child's file.***

*As the parent or legal guardian of \_\_\_\_\_ (child's name) I acknowledge that I have carefully read and understood the Admission Agreement for 2019/2020. I agree to adhere to the policies, procedures and conditions as detailed in that Agreement and in the School Handbook.*

**Parent or Guardian:**  
(Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**Administrator - Confirm Receipt of tuition payment \_\_\_\_\_ (amount)**

**Signature \_\_\_\_\_ (Date) \_\_\_\_\_**