



1201 S. Winchester Blvd.  
 San Jose, CA 95128  
 (408) 246-6945 or  
 (408) 246-6790 ext.244  
 Julie Kennedy, Director

### Admissions Agreement

Student: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 D.O.B. \_\_\_\_\_ Female Male

Father/Guardian Name	Address / City / Zip	Home Phone	Work Phone
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Mother/Guardian Name	Address / City / Zip	Home Phone	Work Phone
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**Parents agree to the following:**

1. We agree to pay all fall and/or summer registration fees.
2. We agree to pay \$\_\_\_\_\_ Monthly, due on the 1<sup>st</sup> of each month.  
     \$\_\_\_\_\_ Yearly (Kindergarten only – may break down into 10 payments  
     starting August 1<sup>st</sup> of the current school year)

**Basic Services:**

- |  |                       | Curriculum                |
|--|-----------------------|---------------------------|
| <input type="checkbox"/> Nursery: 6 weeks - 18 months                        | 7:30 a.m. – 6:00 p.m. | “The Creative Curriculum” |
| <input type="checkbox"/> Toddler: 18 – 30 months                             | 7:30 a.m. – 6:00 p.m. | “Modern Press Curriculum” |
| <input type="checkbox"/> Preschool: 2 – 4 years                              | 6:30 a.m. – 6:00 p.m. | “A Beka Curriculum”       |
| <input type="checkbox"/> Jr. Kindergarten: 4 – 5 years                       | 6:30 a.m. – 6:00 p.m. | “A Beka Curriculum”       |
| <input type="checkbox"/> Kindergarten – up to entering 1 <sup>st</sup> grade |                       |                           |
| - Full Day   | 6:30 a.m. – 6:00 p.m. | “A Beka Curriculum”       |
| - Minimum  | 8:30 a.m. – 3:30 p.m. |                           |
| <input type="checkbox"/> School Age Program (summer only)                    | 6:30 a.m. – 6:00 p.m. | Review (Individual)       |

Enrollment program:    \_\_\_ Full Day    \_\_\_ Half Day    \_\_\_ Minimum Day

Monday    Tuesday    Wednesday    Thursday    Friday    Lunch:    Yes    No

I agree to enroll my child into the option of (Circle one):    Infant    Toddler    Preschool

**OFFICE USE ONLY**    Cash or Check # \_\_\_\_\_ \$ \_\_\_\_\_    Class Assigned: \_\_\_\_\_ Teacher: \_\_\_\_\_

Application Fee:    \$ \_\_\_\_\_    Tuition/Prorated Charges: \$ \_\_\_\_\_

Summer Reg. Fee:    \$ \_\_\_\_\_    Nap Buddy:    \$ \_\_\_\_\_    Recurring Charges:

\$ \_\_\_\_\_

Fall Reg. Fee:    \$ \_\_\_\_\_    Emergency Kit:    \$ \_\_\_\_\_    Rate sheet code:

\_\_\_\_\_

Bethel Child Care Center Admissions Agreement continued, page 2 of 4

1. We agree that if we choose "monthly" payments that they will be made by the 1<sup>st</sup> of each month.
2. We agree that if we choose a "yearly" payment that it must be made in full no later than the first Monday in August.
3. In order to maintain ideal standards and quality service there may be periodic increases in tuition or changes in the school program. Clients will be notified at least 30 days in advance should such increases be necessary.
4. We agree to pay the following additional fees:
  - a. A late charge of \$35 will be applied to any balance still owed after the fifth (5<sup>th</sup>) day of each month.
  - b. \$25 administrative fee for changes made to our child's schedule upon director's approval.
  - c. A **"Late Pick-up"** is charged whenever a child is not picked up by his/her scheduled departing time. Parents who are late will be assessed a late fee of \$1.00 per minute. **Such payment is due and payable to the closing teacher immediately.** Please make check payable to Bethel Preschool and include your child's name on it. Non-payment will result in your child's account being billed, but the payment is due by the following day.
  - d. Failure to sign my child in and out with date, time and full signature which is required by Title 22 State requirements will result in a penalty charge of \$15.00 for each omission.
  - e. Purchase a "Nap Buddy" for my child to use for either nap time or rest periods if he/she is a full day student. Please refer to Tuition Rate Sheet for current cost.
  - f. Purchase an emergency earthquake kit to be kept in child's classroom. Please refer to Tuition Rate Sheet for current cost.
  - g. If we chose to enroll in optional services offered at Bethel such as Bizzy Bodies, Dance or Kindermusic, we agree to pay the vendor(s) directly.
  - h. Class events, graduation accessories.
  - i. Field trips: May involve an additional fee depending on type of trip.  
\*By my signature, I indicate that I am aware that during any field trip or excursion, away from the school, certain dangers may occur including, but not limited to, the hazards of accidents or illness in places without medical facilities, hazards created by the forces of nature, and hazards of travel, by air, train, bus, automobile, and other means including walking.  
  
\*Further, in event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary for the individual in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

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\*I understand and do hereby assume all of the above-mentioned risks and will hold Bethel Preschool and Kindergarten and its representatives harmless from any and all liability whatsoever which may arise out of or in connection with a trip or participation in any activities arranged for the participant by Bethel Child Care Center. The terms thereof shall serve a release and assumption of risk for my heirs, executor and administrators and for all members of my family.

\*Further, I understand that this activity is not a necessary part of the program of Bethel Child Care Center and participation in such is purely voluntary on the part of the student and his or her parent or guardian.

5. We understand that if payment is not received by the 15<sup>th</sup> day of any month, our child may not return to school until payment is made in full.
6. We understand that there is no refund policy for any reason other than no space available to start.
7. We understand that under Licensing rights – that an analyst can enter the facilities and interview staff and children and review child and staff records at any time.
8. Termination of Services
  - a. Any account delinquent for more than 15 day.
  - b. Three incidents of late tuition payment.
  - c. If the parent or guardian refuses to sign forms required for the entrance or the continued enrollment of their child.
  - d. Refusal by the parent, guardian, or emergency designee to pick up a child deemed unable or unwilling to participate cooperatively in classroom activities; due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior. (It is Bethel's desire to provide all children the most ideal, safe, and effectual learning environment possible. Parents will be notified if their child is not well enough to participate in classroom activities, or otherwise requires the undivided and individual attention of the teacher.) Parents of children enrolled at Bethel Child Care Center understand that under such circumstances they must be available and willing to pick up their child or authorize their designated emergency persons to do so. In the event the emergency persons listed are unable to make pick up arrangements promptly, (no longer than 45 minutes) it becomes the sole responsibility of the parents or guardians to do so.
  - e. When a child is causing harm to himself or others due to dangerous or unsafe behavior.
  - f. In the event Bethel Child Care Center is unable to meet the needs of the child and/or parents.
  - g. Failure to provide Bethel Child Care Center with current work and home telephone numbers and to report any such future changes which would enable Bethel to contact parents in the event of emergency or illness in the most expeditious manner.

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- h. Bethel Child Care Center closes promptly at 6:00 p.m. Late arrivals are charged one dollar per minute. Three late arrivals may result in termination of services. If parents fail to notify Bethel of their delay and an emergency pick up person can not be contacted by 6:45 p.m. (as authorized in your child's emergency records) the Children's Shelter will be notified for the further protection and safe care of your child. The Children's Shelter telephone number is (408)299-2535.
- i. Disregard for California State mandatory sign-in and out procedures.
- j. Behavior of the parent/guardian which may be reasonably interpreted as harassment, verbal abuse, or physical abuse toward Bethel Child Care Center staff or others present at Bethel Preschool and Kindergarten.
- k. Refusal to comply with the policy and procedure outlined in the Bethel Child Care Center handbook.
- l. Parents are required to escort their child directly into the classroom and make certain the teacher has acknowledged their arrival. Unescorted arrivals and/or lack of parental supervision of children prior to classroom admittance and upon their departure from the premises of Bethel church, are cause for immediate termination of services.
- m. Refusal to permit your child to attend chapel, participate in religious activities, or to recite Bible verses and worship songs.

9. We agree to give a thirty **(30) day *written*** notice when we wish to withdraw our child.

Parental Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parental Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
JULIE KENNEDY