

# JIA-RAY LEARNING CENTER, INC.

2798 South Bascom Avenue San Jose CA 95124

## PAYMENT & ADMISSION AGREEMENT FOR KINDERGARTEN & SCHOOL-AGE PROGRAM

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

1. I/we understand that tuition payments are due by the 5<sup>th</sup> day of each month and the late fee is \$25 per month per child.
2. I/we understand that if I fail to pay tuition payments by the 10<sup>th</sup> calendar day, this may result in termination of J&R services
3. I/we understand that the monthly tuition and registration fee is for Basic Services, school-age programs (the attending hours are listed on the registration form) except during the Center's holiday(s) and Summer Camp.
4. I/we understand that we need to pay an additional fee for the Center's Optional Services including lunch and/or Enrichment activities and morning/afternoon service program, pick up services and Summer Camp.
5. I/we understand that the \$200 registration fee (new student(s) only) per child is not refundable.
6. I/we understand that I will be charged \$1 / minute per child if I fail to pickup my/our child (ren) by 7PM.
7. I/we understand that a fee of \$25 will be charged for a returned check.
8. I/we understand that there is a sibling discount 5% off the lowest single tuition.
9. I/we understand that there are no refunds or credit for the Center's listed holidays and the child's sick or absent days.
10. I/we understand that a thirty-day notice will be given from the Center for changes in tuition fees.
11. I/we understand that I/we have visiting rights during the operating hours while my/our child(ren) is/are receiving school-age and Preschool program.
12. I/we understand that the Department of Licensing Agency shall have the authority to interview child(ren) or staff, and to inspect and audit child(ren) or facility record(s) without prior consent. The license shall take provisions for private interviews with child(ren) or any staff member, and for examination of all records relating to the operation of the facility. The Department of Licensing Agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child(ren).
13. I/we understand that I/we am/are required reading the PARENT HANDBOOK when issued and abide by the guidelines therein.
14. I/we understand that the Center reserves the right to terminate a child if it is determined that the program no longer meet the needs of the child(ren); if parent(s) fail to comply with the Payment & Admission Agreement/program's policies/center pickup policies; the child(ren)'s behavior is determined to be a risk to him/herself or/and others.
15. I/We understand when J&R staff is taking a sick leave, the parents will be the backup driver to pickup the child and drop off the child at J&R.
16. I/we understand that I/we may withdraw a child at anytime and for any reason during the school year with **a written notice 30 days in advance regardless if the child will be back to the center or not** and the deposit will be applied as my final month tuition. Otherwise, there will be no deposit refund and parent(s) will be financially responsible for the remaining days of the 30 days whether the child(ren) attend classes in the Center or not.
17. I/we understand that during the school's Teacher in Service Day, Winter break and Spring break, our Center will open from the hours attending (listed on the registration form) to the children without extra charge. There are no refund(s) or credit for children who do not attend the hours listed above and the Center will not allow using any tuition to cover any other hours that are not listed above.
18. I/we understand that one-week vacation is given to all the children during the Christmas week and no other vacation tuition credit or refund is given to any full/part time children during the school year.
19. **Exclusion Policies:** By California child care Law, a child should be excluded from the Center for 24 hours if the child has a fever over 100.4 °F or 38.2°C, any diarrhea or vomiting. If a child has chicken pox, the child should stay home for 7 days before the child can come back to the Center. I/we understand that I/we should not send a sick child to the Center and we need to come to pick up our sick child in one hour when I/we receive a call from the Center.
20. I/we understand that the school age parent(s) must notify the Center in ahead of time about any dismiss time change(s) by their child's English School otherwise the Center will not be responsible for any pickup delay(s).
21. I/we understand that full time students have priority for pickup service and J&R van needs to pick up at least 2 near by schools before it can return to the Center.
22. I/we understand that **the Center pickups child(ren) at the English school's dismissal time only.**
23. I/we understand that the Center does not provide pick up services during English school holidays/breaks. There are no refund(s) or credit for these days pick up services.
25. I/we understand that parent(s) must contact the Center at least **3 hours in advance to cancel/resume a pickup service.** Failure to do so 3 times in the school year, J&R will terminate the pickup services for my child.
26. I/we understand that parent(s) must sign in/out child(ren) daily in the Center.
27. I/we understand that parent(s) must contact the Center in writing if there is a new person authorized to take child from the Center.
28. I/we understand that there is no tuition refund for one time tuition payment as we agreed in our promotion agreement.
29. I/we understand that the Center may use the child's photos for Center's advertisements.

**The signature(s) below indicate(s) that the parent(s) and the Center have read and agree to the terms of this agreement.**

Signature of Parent: \_\_\_\_\_ Print Parent Name: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Director \_\_\_\_\_ Print Director Name: \_\_\_\_\_ Date \_\_\_\_\_