

# Westwood Club Preschool Program

17394 West Bernardo Drive San Diego, Ca 92127, (858) 618-2159

## Admission Agreement

### Child's Information ("Child")

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_. M • F  
 Child's Last Name First Name Middle Name Birth Date Age

This Admission Agreement this is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ("Registration Date"),  
 by and between the Westwood Club Preschool Program, ("WWC Preschool" or "Center") and Parent (as defined below).

### Parent(s) / Legal Guardian(s) Information ("Parent")

Parent/Legal Guardian #1:

\_\_\_\_\_. Mr. • Mrs. • Ms. • Miss  
 Last Name First Name Middle Name

\_\_\_\_\_.  
 Address City State ZIP  
 (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_.  
 Primary Phone Secondary Phone Email  
 Parent/Legal Guardian #2:

\_\_\_\_\_. Mr. • Mrs. • Ms. • Miss  
 Last Name First Name Middle Name

\_\_\_\_\_.  
 Address City State ZIP  
 (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_.  
 Primary Phone Secondary Phone Email

### 1. BASIC SERVICES

The Westwood Club Preschool Program is a child care center licensed under the California Department of Social Services to provide child care. For this purpose, "child care" means non-medical care for children who are in need of personal services, supervision, age-appropriate activities and education. The WWC Preschool offers half-day programs on Mon/Wed/Fri and Tu/Th, that include a variety of activities such as academics, art, and motor skills designed to meet the needs of the preschool child. WWC Preschool accepts children aged from 2yrs 9mo. through 5 years old.

1.1 Services to be provided. WWC Preschool agrees to provide the following services ("Basic Services") for Parent's Child

- a) WWC Preschool will provide non-medical care, including snacks in accordance with the schedule set forth in Section 2 of this Agreement;
- b) WWC Preschool will maintain a set of rules for the protection of children participating in the WWC Preschool's Program;
- c) WWC Preschool will provide assistance to Child in dressing, grooming, and other personal hygiene activities as appropriate;
- d) WWC Preschool will provide supervision of Child's schedule and activities at WWC Preschool;
- e) WWC Preschool will provide Isolated Care for Child in the event Child becomes ill at WWC Preschool; provided, however, that Parent will be notified by WWC Preschool by telephone when Child becomes ill enough to require Isolated Care. Parent shall have Child removed from WWC Preschool within one (1) hour of such notice. For purposes of this Agreement, "Isolated Care" means care in an area at WWC Preschool that affords easy supervision by WWC Preschool's staff, which is equipped with a cot or sleeping mat.

### 2. ENROLLMENT, TUITION and SCHEDULE

2.1 Enrollment Fee. Preschool parents are required to pay an annual non-refundable enrollment fee of \$85/year for WWC members or \$165/year for non Westwood Club members. The annual enrollment fee for the GUM program is \$30/year.

2.2 Basic Services Schedule. The WWC Preschool will provide the Basic Services each month according to the following schedule ("Child's Schedule"). Parent shall pay to the WWC Preschool the below listed fee ("Tuition Fee") for the basic Services corresponding to the Child's Schedule.

Program	Drop-off Time	Pick-up Time	Tuition Fee	
			WWC Member	Non WWC Member
<input type="checkbox"/> Five (5) Half Days (M-F)	8:45AM (or later)	11:45AM (or earlier)	\$420/mo	\$445/mo
<input type="checkbox"/> Three (3) Half Days (MWF)	8:45AM (or later)	11:45AM (or earlier)	\$240/mo	\$255/mo
<input type="checkbox"/> Three (3) Half Days (MWF) (4's only)	11:15AM (or later)	2:15PM (or earlier)	\$240/mo	\$255/mo
<input type="checkbox"/> Two (2) Half Days (Tu/Th)	8:45AM (or later)	11:45AM (or earlier)	\$200/mo	\$210/mo

Optional after school **Lunch Bunch** program available daily 11:45AM-1:45PM. Cost \$10/day. Open to all students every school day. You must sign up in advance in the Lunch Bunch Notebook. Optional **Mom's Morning Out** available on Wednesday 8:45-11:45 for TuTh students, paarents may sign up and pay for one month in advance on the monthly tuition statement or pay \$20/day for drop-in on a space available basis. **Early Drop Off**, 8:00am-8:45am is available daily on request.

2.3 Holiday Schedule. WWC Preschool follows the PUSD holiday and semester break schedule. WWC Preschool will not be open and the Basic Services will not be provided on the following Holidays:

- Thanksgiving Break (1 Week)      Labor Day
- Winter Break (2 Weeks)          Martin Luther King Day
- President's Week (1 Week)        Memorial Day
- Spring Break (1 Week)            Veteran's Day

There will not be a refund or a credit against the Tuition Fee (as defined in Section 2.2 of this Agreement) for such days. All other school closures will be posted at the school in advance and will be prorated on a daily basis.

Annual tuition is divided into nine payments, September through May.

**3. PAYMENT**

3.1 Due Date. Except as otherwise expressly stated in this Agreement, payment in full of the Tuition Fee for each month and Additional Fees incurred in the previous month are due on the first calendar day of the month in which the Basic Services are to be provided. If Parent enrolls Child in WWC Preschool's Program mid-month, Parent shall pay, on or before the first day Child attends WWC Preschool, a portion of the Tuition Fee, prorated on a daily basis for the remainder of such month.

3.2 Methods of Payment. Except as otherwise expressly stated in this Agreement, any payment to be made by Parent to WWC Preschool under this Agreement or otherwise ("Payment") may be made by cash, or by check or money order payable to the order of the Westwood Club. All payments must be made or delivered directly to the Westwood Club Preschool Program Director at the Westwood Club Preschool Program Address. Parent shall be solely responsible for any Payment lost, stolen or mislaid before such Payment is received by Center's Director.

3.3 Late Payment Fee. A fee of \$10.00 per day ("Late Payment Fee") will be assessed after the 15<sup>th</sup> of month and each following day that tuition payment is not received.

3.4 Returned Check Fee. A fee of \$25.00 ("Returned Check Fee") will be assessed for any checks returned to the preschool by the bank, in addition to the Late Payment Fee.

3.5 Suspension and Termination for Late Payment. If Center's Director has not received payment from Parent for the Tuition Fee on or before the fifteenth (15<sup>th</sup>) day after payment of such fee is due ("Overdue Payment"), Center may refuse to admit Child to Center's Program each day until parent makes Overdue Payment in full in cash. However, if Center's Director has not received the Overdue Payment on or before the twenty-first (21<sup>st</sup>) day after such payment is due, Center is likely to terminate Child's enrollment at Center in accordance with Section 8 of this Agreement.

3.6 Late Pick-Up Fees. Each day a Child is picked up at Center past the dismissal time the Parent shall be assessed a fee of \$5 for each five (5) minutes after such dismissal time ("Late Pick-up Fee"). Parent shall pay Center the Late Pick-Up Fee on the day the Late Pick-Up Fee is assessed against Parent.

3.7 Medical Care Financial Responsibility. If the Child is provided medical care on an emergency basis or otherwise, Parent shall be financially responsible for such care and treatment.

**4. COMMUNITY CARE LICENSING AUTHORITY**

Parent understands and acknowledges that WWC Preschool is a licensed child care center and that, under California law, the California Department of Social Services has the right at any time, without notice or prior consent, to 1) privately interview children or staff at any licensed child care center; 2) to inspect and audit children's records; 3) observe the physical condition of children, including conditions which could indicate abuse, neglect, or inappropriate placement; and 4) have a licensed medical professional conduct physical examinations of children.

**5. DUTY TO REPORT CHILD ABUSE**

The Parent is hereby advised that under the terms of the California Penal Code 11166, the WWC Preschool and its employees have a statutory duty to report the known or reasonably suspected instance of child abuse to a child protective agency if the WWC Preschool or its employees, in its or their professional capacity or within the scope of its or their employment, know or reasonably suspect that a child has been a victim of child abuse. In addition, the WWC Preschool and any employee who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon the Child or that his or her emotional well-being is endangered in any other way, must report the known or reasonably suspected instance of child abuse to a child protective agency.

**6. WITHDRAWAL BY PARENT**

Parent may withdraw Child from Center's Program at any time; however, that Parent shall notify Center in writing one (1) month in advance of withdrawing Child from Center's Program. Failure to give (1) month prior written notice of such withdrawal to Center shall result in a charge for the next month's Tuition Fee, prorated on a daily basis.

**7. TERMINATION**

WWC Preschool withholds the right to terminate Child's enrollment at any time, with or without cause, at the sole discretion of the WWC Preschool. WWC Preschool may terminate Child's enrollment in WWC Preschool's Program effective immediately upon written notice to Parent of such termination. If Center exercises its right to terminate Child's enrollment, the Parent is entitled to a refund prorated on a daily basis for the remainder of such month.

**8. SCHOOL DIRECTORY**

The Parent agrees that the WWC Preschool will provide to all Parents a contact list containing the contact information of all Parents of children enrolled at the WWC Preschool. The directory is for noncommercial use only. \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **(parents initial)**

**9. PHOTOGRAPHS**

The Parent agrees that photographs and videos may be taken of the Child during the course of the WWC Preschool year, both by WWC Preschool and by other parents. We use these pictures for school art, bulletin boards and newsletters, as well as in our Westwood Club website, brochures and Rancho Bernardo community newsletters. A WWC Preschool photographer may also take a class or individual picture of the Child which will be made available to the Parent for purchase. \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **(parents initial)**

**10. Parent Handbook & Emergency Preparedness Plan**

The Parent has reviewed the WWC Preschool Parent Handbook and Emergency Preparedness Plan and is familiar with the daily operating procedures for the preschool as well as the operating plan in the event of an natural disaster or other emergency. The Parent is aware that the Handbook and Emergency Preparedness Plan are available for review on-line at the Westwood Club website. Copies may also be obtained from the Director upon request. \_\_\_\_\_ **(parents initial)**

**10. MODIFICATION**

Parent understands and acknowledges that, under California law, WWC Preschool may modify this Agreement whenever circumstances covered in this Agreement change, provided that any such modification shall be in writing and shall be signed and dated by Parent and WWC Preschool, and provided further that the WWC Preschool agrees to provide written notice to Parent thirty (30) days prior to implementing any change in such rate or fees.

## **11. PARENT'S ADDITIONAL RESPONSIBILITIES AND OBLIGATIONS**

11.1 Certification That All Information is Correct. The documents required by the State of California form a part of this Agreement. Parent certifies that s/he has accurately completed all such documents. Parent agrees to notify WWC Preschool immediately in writing of any change in the information supplied.

11.2. Parent and Child Rights. Parent understands and acknowledges that under California law, WWC Preschool must provide parent with the following documents outlining Parent and Child rights. Prior to the first day of attendance by Child at WWC Preschool, Parent agrees to provide to WWC Preschool's director, signed copies of the following documents:

- a) LIC 613A Personal Rights – Child Care Facility
- b) LIC 995 Parent's Rights

11.3 Medical Assessment. Parent understands and acknowledges that under California law, the WWC Preschool must obtain a written medical assessment of Child prior to enrollment to assess whether the WWC Preschool can provide necessary health-related services. Prior to the first day of attendance by Child at WWC Preschool, Parent agrees to provide to WWC Preschool's director, signed copies of the following documents:

- a) LIC 627 Consent for Emergency Medical Treatment
- b) LIC 700 Identification and Emergency Form
- c) LIC 701 Physician's Report – Child Care WWC Preschool
- d) LIC 702 Child's Preadmission Health History – Parent's Report
- e) PM 286 Immunization Record & Letter (Every child must show a negative TB test, and the following immunizations: 3 Polio, 3 Hepatitis B, 4 Tetanus/Pertussis/Diphtheria, 1 Measles/Rubella/Mumps, 1 Hib, and 1 Varicella)
- f) San Diego Blood Lead Test Compliance Form

Parent also understands and acknowledges that under California law, a child must have all of the listed immunizations prior to beginning preschool: a child may only be excused from the immunization requirement by obtaining a signed statement from the child's pediatrician stating that the listed immunizations would present a significant danger to the child's health.

11.4 Necessaries. Parent agrees to provide WWC Preschool with lunch for Child if WWC Preschool Program and Schedule dictates; a change of clothing or any other reasonably necessary items that from time to time may be requested by WWC Preschool.

11.5 WWC Preschool visits. Parent acknowledges that, while California law affords Parent the right to visit WWC Preschool without advance notice, such visits may upset Child's schedule when they occur at a time other than the scheduled Drop-off Time or Pick-Up Time, particularly if Parent picks up Child from WWC Preschool at such unscheduled time. Parent therefore agrees to notify WWC Preschool in advance (by telephone or otherwise) each day a Parent plans to pick up Child from WWC Preschool earlier than the scheduled Pick-Up Time.

11.6 Release of Child. Parent will provide a list of individuals authorized by Parent to Pick up Child from WWC Preschool ("authorized representatives"). Parent agrees to notify WWC Preschool in advance each day that anyone other than Parent will pick up Child from WWC Preschool on such day. Parent understands that Child will not be released to any individual for whom WWC Preschool has not received prior written authorization from Parent.

11.7 Drop-off. Parent agrees that each day Parent will not bring Child to WWC Preschool earlier than scheduled Drop-Off Time for such day as provided in Section 2.2 of this Agreement.

11.8 Sign-in. Parent agrees that each day a Parent shall not leave child at WWC Preschool unless and until on such day Parent or Parent's authorized representative has both (i) made personal contact with a member of WWC Preschool's staff, and (ii) signed Child into WWC Preschool's Program.

11.9 Sign-out. Parent agrees that each day Parent shall not remove Child from WWC Preschool's premises unless and until Parent or Parent's authorized representative has signed Child out from WWC Preschool's Program on such day.

11.10 Change in address or telephone number. Parent agrees to provide written notice to WWC Preschool within two (2) days of any change in Parents mailing, residence, or work address. Parent agrees to provide immediate oral notice (telephonic or otherwise), followed by written confirmation, of any change in Parent's home or work telephone number.

11.11 Changes in Custodial Status. Parent agrees to provide written notice to WWC Preschool within two (2) days of any change to the custodial status of this Child.

## **12. TERM**

This Agreement shall be in effect until Child is withdrawn from WWC Preschool's Program by parent pursuant to the withdrawal provisions of this Agreement, unless terminated sooner in accordance with the termination provisions of this Agreement.

## **13. ILLNESS AND ABSENCE/VACATIONS**

Child will be greeted and assessed by attending teacher and will not be admitted to WWC Preschool if s/he has obvious symptoms of illness such as fever or vomiting. Parent is responsible for picking up an ill child. No deductions or refunds are made for illness or absences. The tuition holds a space for the enrolled Child. No deductions or refunds are made for vacations.

## **14. PROLONGED ILLNESS/ABSENCE**

If a child is absent for more than three consecutive days of class, a \$3.00 tuition credit will be given on the fourth day and thereafter. This credit will be applied to the following month's tuition.

**15. ENTIRE AGREEMENT**

All understandings between the parties are incorporated in this Agreement. Its terms are intended by the parties as a final, complete and exclusive expression of their Agreement with respect to its subject matter, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement.

**16. INVALID PROVISIONS**

The invalidity or unenforce-ability of any provisions of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if any such invalid or unenforceable provisions were omitted.

**17. WAIVER OF COMPLIANCE**

No right under this Agreement shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

**18. ASSIGNABILITY**

This Agreement is binding upon and shall inure to the benefit of the WWC Preschool and its successors and assigns, but shall be personal to Parent. The interest of Parent hereunder may not be transferred or assigned, by operations of law or otherwise, without the written consent of WWC Preschool, which may be granted or withheld in the sole and absolute discretion of WWC Preschool.

**19. INTERPRETATION**

The Section headings contained in this Agreement are solely for the purposes of reference, and are not part of the agreement of the parties and shall not in any way affect the meaning or interpretation of this Agreement.

**20. GOVERNING LAW**

This agreement shall be governed by the laws of the State of California.

**21. MEDIATION**

The parties agree to mediate any dispute or claim arising between them out of this agreement, or any resulting transaction, before resorting to arbitration or court action. Mediation fees, if any, shall be divided equally among the parties involved. If, for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that part shall not be entitle to recover attorney fees, even if they would otherwise be available to that party in any such action.

**22. ATTORNEY’S FEES**

In any action, proceeding, or arbitration between the parties arising out of this Agreement, the prevailing party shall be entitled to reasonable attorney fees and costs from the non-prevailing party.

**ACCEPTANCE**

I/We have read and understand the forgoing Agreement and I/We agree to be bound by all the terms and conditions stated herein.

**REMINDER: ALL REQUIRED FORMS MUST BE ON FILE BEFORE CHILD ATTENDS FIRST DAY OF SCHOOL**

\_\_\_\_\_  
Parent / Legal Guardian Signature/ Date

\_\_\_\_\_  
Parent / Legal Guardian Name (please print)

\_\_\_\_\_  
Parent / Legal Guardian Signature/ Date

\_\_\_\_\_  
Parent / Legal Guardian Name (please print)

**FOR OFFICE USE ONLY:**

- LIC 613A Personal Rights
- LIC 995 Parent’s Rights
- LIC 627 Consent for Emergency Medical Treatment
- LIC 700 Identification and Emergency Form
- LIC 701 Physician’s Report (must be completed by physician)
- LIC 702 Child’s Preadmission Health History – Parent’s Report
- Child’s Immunization Record
- San Diego Blood Lead Test Compliance Form (complete or decline)

# WESTWOOD CLUB PRESCHOOL PROGRAM STUDENT CONTACT INFORMATION

Child's Name \_\_\_\_\_  
First Name Last Name

Birth date: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Child's Home Address \_\_\_\_\_  
Street City Zip Code

Mother's Name: First \_\_\_\_\_ Last \_\_\_\_\_

Father's Name: First \_\_\_\_\_ Last \_\_\_\_\_

Additional home address (Mother) (Father) \_\_\_\_\_

Mother's Contact Information

Father's Contact information

Home # ( ) \_\_\_\_\_

Home # ( ) \_\_\_\_\_

Work # ( ) \_\_\_\_\_

Work # ( ) \_\_\_\_\_

Cell # ( ) \_\_\_\_\_

Cell # ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Other adults who have your permission to pick up your child from school. Must be adults (over 18), with a photo id. May include other family members, neighbors, nannies, classmate's parents, etc. Please let your teachers know in advance someone else will be picking up your child from school.**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

PLEASE FILL OUT BOTH SIDES OF THIS FORM COMPLETELY TO ALLOW SCHOOL TO PROVIDE THE BEST EMERGENCY RESPONSE AS POSSIBLE

## Medical Information

Medical Insurance Subscribe name \_\_\_\_\_

Child's or Parents group number \_\_\_\_\_

Pediatrician \_\_\_\_\_ Telephone \_\_\_\_\_

Dentist \_\_\_\_\_ Telephone \_\_\_\_\_

Date of last Tetanus Booster \_\_\_\_\_ Does your child wear glasses? \_\_\_\_\_ Hearing aids? \_\_\_\_\_

Does your child have:

Asthma \_\_\_\_\_ Diabetes \_\_\_\_\_ Peanut or nut allergies \_\_\_\_\_ Other \_\_\_\_\_

List medications/treatments \_\_\_\_\_

What should we do at school in case of a reaction? \_\_\_\_\_

Has s/he suffered an accident, undergone surgery, or developed a weakness which in your opinion would prevent participation physical exercise? \_\_\_\_\_

Does your child speak another language at home? Please list \_\_\_\_\_

Does your child speak or understand English? \_\_\_\_\_

Other children living in the home

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_

Other adults providing childcare in your home and their relationship to you

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Other adults providing extended day care outside of preschool or your home:

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Please provide one out-of-state person who may be contacted in case of a disaster if the school is unable to reach local contacts (INFORMATION IS REQUIRED BY LICENSE REGULATIONS)

Name \_\_\_\_\_ Telephone Number (     ) \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

PLEASE FILL OUT BOTH SIDES OF THIS FORM COMPLETELY TO ALLOW SCHOOL TO PROVIDE THE BEST EMERGENCY RESPONSE AS POSSIBLE