



# Enrollment Form

YOUNG PRESCHOOL, PRESCHOOL, PRE-KINDERGARTEN AND STEM ACADEMY

DATE: \_\_\_\_\_

CAMPUS:  DUBLIN WEST: 5600 SCARLETT DR.

PLEASANTON EAST: 3750 BOULDER ST.

PLEASANTON WEST: 4444B BLACK AVE.

## CHILD'S INFORMATION

FULL (LEGAL) NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PREFERRED NAME \_\_\_\_\_ GENDER  MALE  FEMALE  UNSPECIFIED

HOME ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DOES YOUR CHILD REQUIRE ANY SPECIAL MEDICAL ATTENTION (EXAMPLE: ASTHMA, SEVERE ALLERGY, EPI-PEN, ETC.)?

YES  NO IF YES, PLEASE EXPLAIN \_\_\_\_\_

IS YOUR CHILD FULLY POTTY TRAINED?  YES  NO IF NO, WHAT STAGE? \_\_\_\_\_

WHAT LANGUAGES DOES YOUR CHILD SPEAK? \_\_\_\_\_

START DATE \_\_\_\_\_ DID YOUR CHILD ATTEND QUARRY LANE PREVIOUSLY?  YES  NO

## PROGRAM (AGE) & SCHEDULE (PLEASE CHECK):

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> <b>YOUNG PRESCHOOL</b><br>(2 - 3 years) | <input type="checkbox"/> <b>PRESCHOOL</b><br>(3 - 4 years) | <input type="checkbox"/> <b>PRE-KINDERGARTEN</b><br>(4 - 5 years) | <input type="checkbox"/> <b>STEM ACADEMY</b><br>(4 - 5 years) |
| <input type="checkbox"/> School day (8:30 am–3:30 pm)            | <input type="checkbox"/> School day (9:15 am–4:15 pm)      | <input type="checkbox"/> School day (9:15 am–4:15 pm)             | <input type="checkbox"/> School day (9:00 am–4:00 pm)         |
| <input type="checkbox"/> Before school care (8–8:30am)           | <input type="checkbox"/> Before school care (8–9:15 am)    | <input type="checkbox"/> Before school care (8–9:15 am)           | <input type="checkbox"/> Before school care (8–9 am)          |
| <input type="checkbox"/> Before school care (7–8:30am)           | <input type="checkbox"/> Before school care (7–9:15 am)    | <input type="checkbox"/> Before school care (7–9:15 am)           | <input type="checkbox"/> Before school care (7–9 am)          |
| <input type="checkbox"/> After school care (3:30–5:30 pm)        | <input type="checkbox"/> After school care (4:15–5:30 pm)  | <input type="checkbox"/> After school care (4:15–5:30 pm)         | <input type="checkbox"/> After school care (4–5:30 pm)        |
| <input type="checkbox"/> After school care (3:30–6 pm)           | <input type="checkbox"/> After school care (4:15–6 pm)     | <input type="checkbox"/> After school care (4:15–6 pm)            | <input type="checkbox"/> After school care (4–6 pm)           |
| <input type="checkbox"/> Half day (8:30 am–12 pm)                | <input type="checkbox"/> Half day (8:45 am–12:15 pm)       | (Half day not available.)   | (Half day not available.)                                     |

## FAMILY INFORMATION

MOTHER/PARENT/GUARDIAN LEGAL NAME \_\_\_\_\_

OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

FATHER/PARENT/GUARDIAN LEGAL NAME \_\_\_\_\_

OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

WHO WILL BE THE PRIMARY ACCOUNT HOLDER FOR THE SCHOOL'S BILLING SYSTEM?

(PLEASE PRINT) E-MAIL ADDRESS: \_\_\_\_\_

## THE QUARRY LANE SCHOOL, OFFICE OF ADMISSIONS

|   |                |
|---|----------------|
| 5600 SCARLETT DRIVE, DUBLIN, CALIFORNIA 94568     | (925) 466-3100 |
| 3750 BOULDER STREET, PLEASANTON, CALIFORNIA 94566 | (925) 846-9400 |
| 4444B BLACK AVENUE, PLEASANTON, CALIFORNIA 94566  | (925) 462-6300 |

**SIBLINGS**

NAME \_\_\_\_\_ AGE \_\_\_\_\_ ATTENDS/ATTENDED QUARRY LANE

NAME \_\_\_\_\_ AGE \_\_\_\_\_ ATTENDS/ATTENDED QUARRY LANE

NAME \_\_\_\_\_ AGE \_\_\_\_\_ ATTENDS/ATTENDED QUARRY LANE

**PRESENT SCHOOL INFORMATION**

PRESENT SCHOOL NAME \_\_\_\_\_

PRESENT GRADE \_\_\_\_\_ DATES OF ATTENDANCE \_\_\_\_\_

REASONS LEAVING PRESENT SCHOOL \_\_\_\_\_

**PARENT STATEMENT**

WHY WOULD YOU LIKE YOUR CHILD TO ATTEND QUARRY LANE SCHOOL?

\_\_\_\_\_  
\_\_\_\_\_

PLEASE COMMENT ON YOUR CHILD'S STRENGTHS AND AREAS OF GROWTH.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE DESCRIBE ANY CIRCUMSTANCES, WHICH HAVE AFFECTED OR MAY AFFECT YOUR CHILD'S ACADEMIC PERFORMANCE, PARTICIPATION IN SCHOOL EVENTS, OR ATTENDANCE IN SCHOOL, (E.G. FREQUENT MOVES/ CHANGES IN SCHOOLS/ SEPARATION OF A SIGNIFICANT PERSON IN THE FAMILY, DISCIPLINARY ACTIONS, SERIOUS ILLNESS, AND LEARNING DISABILITY).

\_\_\_\_\_  
\_\_\_\_\_

WHAT MORE WOULD YOU LIKE US TO KNOW ABOUT YOUR CHILD?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/WE UNDERSTAND THAT THE ENROLLMENT FEE, ADMISSIONS AGREEMENT, AND TUITION DEPOSIT MUST ACCOMPANY THIS FORM, THAT ALL TUITION AND FEES PAID ARE **NON-REFUNDABLE** AND **NON-TRANSFERABLE** AND THAT A 30-DAY WRITTEN NOTICE IS REQUIRED TO WITHDRAW MY CHILD FROM THIS QUARRY LANE SCHOOL PROGRAM. OUR/MY ENROLLMENT FEE AND TUITION DEPOSIT IS FORFEITED IF MY CHILD DOES NOT BEGIN ATTENDING THE QUARRY LANE SCHOOL ON THE AGREED UPON START DATE.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

FOR OFFICE USE ONLY

Room/Schedule: \_\_\_\_\_ Regular Tuition Rate: \_\_\_\_\_  Payment Plan  Annual Payment

1<sup>st</sup> Month's Proration: \_\_\_\_\_ Check# \_\_\_\_\_ Amount \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Rec'd By \_\_\_\_\_

Admissions Forms  Welcome Packet  Handbook Emailed



# The Quarry Lane School

**Dublin Campus East**  
6363 Tassajara Rd.  
Dublin, CA 94568  
P (925) 829-8000

**Dublin Campus West**  
5600 Scarlett Dr.  
Dublin, CA 94568  
P (925) 466-3100

**Pleasanton Campus East**  
3750 Boulder St.  
Pleasanton, CA 94566  
P (925) 846-9400

**Pleasanton Campus West**  
4444B Black Ave.  
Pleasanton, CA 94566  
P (925) 462-6300

[www.quarrylane.org](http://www.quarrylane.org)

## 2023-2024 Admission Agreement • Quarry Lane STEM Academy

This agreement is made by and between \_\_\_\_\_  
(Please Print Parent/Guardian's Name)

(hereinafter referred to as "Parent(s)") and The Quarry Lane School (hereinafter referred to as "Quarry Lane").

(Please initial all lines)

**1. Parent(s) hereby enroll** (Child's Name) \_\_\_\_\_ (D.O.B.) \_\_\_\_\_  
Initial (Child's Name) \_\_\_\_\_ (D.O.B.) \_\_\_\_\_  
(Child's Name) \_\_\_\_\_ (D.O.B.) \_\_\_\_\_

in The Quarry Lane Preschool.

**2. Start Date**  
Initial Parent(s) agree that their child(ren) will begin attendance on the agreed upon start date as indicated on the Enrollment Form. Parent(s) may submit a written request for a **one-time only** postponement of their child(ren)'s start date for up to thirty (30) days. This single request may be granted at The Quarry Lane School's discretion if space is available. If the child(ren) do(es) not begin attending The Quarry Lane School on the agreed upon start date, the enrollment fee and the tuition deposit are forfeited and will not be refunded.

**3. Basic Services Offered**  
Initial The Quarry Lane School offers the following program for the 2023-2024 academic school year from September 1, 2023 through May 31, 2024.  
• School day (9:00 am–4:00 pm, 7 hours/day) STEM Academy pre-kindergarten for potty-trained four (4) to six (6) year olds. Quarry Lane STEM Academy covers social development, large motor coordination, fine motor skills, developing listening skills, music and movement activities, math readiness skills, daily STEM laboratories, daily world language, reading readiness activities, language concepts, art projects, outside play and self-help skills.

**4. Optional Services Offered**  
Initial Independent contractors providing extra-curricular activities for students on campus are separate from The Quarry Lane School. The Quarry Lane School assumes no responsibility or liability for these contractors or agreements parent(s) may enter into with them.

**5. Enrollment Deposit**  
Initial A **non-refundable** \$2,000 (two thousand dollar) deposit that includes a \$100.00 (one hundred dollars) enrollment fee is due upon enrollment.

**6. Payment Provisions**  
Initial The Quarry Lane School offers two options for paying the annual tuition and fees for the STEM Academy. *The tuition and fees for before and after school care and summer programs are above and beyond the annual tuition and fees outlined below.* Parent(s) understand that payments are due according to the following tuition and fees payment schedule. Monthly payments are **due on the first of each month and will be considered late after the fifth of each month.** Parent(s) agree to pay their child's tuition regardless of the child's attendance. There will be no make-up days or hours, vacation credit or credit for vacation time off. Please select one of the following options by initialing your choice:

**Five (5) days per week schedule:**

Initial **OPTION 1:** Parent(s) will pay a \$2,000.00 deposit that includes enrollment fees for each student upon enrollment and the remaining tuition and fees in one lump sum of \$20,050. If Option 1 is chosen, a 3% discount (\$602.00) will be applied to the remaining balance. See §14: Withdrawal.

The lump sum balance is due September 1, 2023.

Initial **OPTION 2:** Parent(s) will pay a \$2,000.00 deposit that includes enrollment fees for each student upon enrollment and the remaining tuition and fees in 9 equal monthly payments of \$2,227.78, beginning September 1, 2023 through May 1, 2024. See §14: Withdrawal.

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*"Education is a lifelong commitment"®*

**6.1. Before School Care and After School Care**

Initial

The Quarry Lane School offers optional before school care and after school care for students enrolled in the STEM Academy program. Before and after school care may be terminated provided parent(s) give a written 30-day notice to discontinue it.

Parent(s) agree to pay the monthly before school fee of \$150.00 for five (5) per week, 8:00 - 9:00 a.m.

Initial

Parent(s) agree to pay the monthly before school fee of \$200.00 for five (5) per week, 7:00 - 9:00 a.m.

Initial

Parent(s) agree to pay the monthly after school fee of \$150.00 for five (5) per week, 4:00 - 5:30 p.m.

Initial

Parent(s) agree to pay the monthly after school fee of \$200.00 for five (5) per week, 4:00 - 6:00 p.m.

Initial

**7. Rights of the Licensing Agency**

Initial

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

**8. Parent(s) agree and promise to follow all of the enrollment and tuition policies, terms and conditions of The Quarry Lane School.**

Initial

**9. Late Pick Up Fees**

Initial

Parent(s) understand that a late fee is incurred if their child is not picked up promptly after his/her class is dismissed. This late fee will be billed to the parent(s) account. Parent(s) agree to pay late fees assessed as follows:

Late from one to five times = \$1.00 per minute (per child) after dismissal

Late six to ten times = \$3.00 per minute (per child) after dismissal

Late eleven to fifteen times = \$5.00 per minute (per child) after dismissal

**Late 16 times = dismissal from The Quarry Lane School**

**10. Change of Schedule Fee**

Initial

Parent(s) agree to pay a Change of Schedule fee of \$25.00 (twenty five dollars) per change in student's schedule. One change in schedule per academic school year (from September 1, 2023 through May 31, 2024) is allowed at no charge. Requests for a change to your child's schedule must be submitted in writing by the fifteenth day of the month, to become effective on the first day of the following month. All requests are subject to approval.

**11. Sign-In, Sign-Out Policy**

Initial

Parent(s) understand that California State Licensing Law requires that children must be signed in and out of their classroom each day with a complete signature. Parent(s) understand that they must sign their child in and out each day and The Quarry Lane School is not responsible for any child until s/he is signed in or after s/he is signed out. Signing may be done physically or electronically as required by School procedures in accordance with Licensing regulations. Parent(s) are financially responsible for any fines/fees imposed upon The Quarry Lane School by the state licensing agency because of their failure to provide a full and complete signature.

**12. Refund Policy/Parent(s) Liability**

Initial

Parent(s) understand that their obligation to pay all fees, including tuition, is unconditional and that no portion of the fees paid or outstanding will be refunded in the event of classroom/school closure or cancellation due to circumstances beyond control of the school, or upon their child's absence, withdrawal, or dismissal from The Quarry Lane School.

**13. Probation Period**

Initial

Parent(s) understand that there is a thirty (30) day probation period following the child's start date. During this time, if it is determined that our program is not suitable for your child, termination of enrollment may result. Based on your child's growth and development, we may recommend enrollment at a later date. There is no refund of the enrollment deposit.

**14. Withdrawal**

Initial

Parent(s) who have chosen Option 1 in §6: Tuition and Fees must provide a written 30-day notice to withdraw their child from the program, whereupon they are responsible for the following tuition charges: the days of attendance up to and including the withdrawal date, plus 10% of their child's annual tuition commitment after payment of the enrollment deposit, not including the 3% discount. Parent(s) who have chosen Option 2 in §6: Tuition and Fees must provide a written thirty (30) day notice to withdraw their child from the program. If the notice is less than thirty (30) days, parent(s) are obligated to pay the full thirty (30) days tuition. Children will become eligible to apply for enrollment in The Quarry Lane School thirty (30) days after their withdrawal. Enrollment is not guaranteed and is based on space availability upon the child's return.

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**15. Absent Credit (for Parent(s) Choosing Monthly Payment Option Only)**

Initial Parent(s) understand that they may retain their child’s space in the school during an absence of thirty (30) to sixty (60) days, by paying 50% of their child’s monthly tuition during this absence. Parent(s) must notify the school, in writing, at least thirty (30) days in advance of their planned absence and include their intended return date. Tuition payment for the absent period must be made within ten (10) days of the start of the child’s absence.

**16. Annual Re-Enrollment**

Initial Enrollment is for the annual school year calendar from September 1, 2023 through May 31, 2024. Parents are required to re-enroll for the following school year. Enrollment is not guaranteed and is subject to availability.

**17. Grounds for Dismissal**

Initial The Quarry Lane School retains the right to dismiss any student for unsatisfactory conduct on campus or off campus. The delinquency of tuition or any other school fees shall also be grounds for dismissal. The Quarry Lane School retains the right to terminate enrollment if the student, parent(s), or guardian(s) do not comply with policies, rules or regulations of The Quarry Lane School, specifically including, but not limited to, all policies, rules, and regulations specified in The Quarry Lane School Parent/Student Handbook. The Quarry Lane School may also terminate enrollment if the student, parent(s), or guardian(s) fail to cooperate with faculty and administration.

**18. Publicity and Photo Release**

Initial Parent(s) agree that The Quarry Lane School has the irrevocable right to use their student's image or likeness, name, voice, student information pertaining to school functions and activities, student work, etc. in, but not limited to, photographs/videos/press releases/radio spots/websites/brochures or other school promotional media without financial compensation for an unlimited time. Parent(s) wishing to decline this Publicity and Photo Release must submit a written request to The Quarry Lane School Main Office. This release does not apply to photographs taken during extra-curricular activities. Students who attend extra-curricular activities forfeit their rights to retain authority over the publication of photos taken.

**19. Late Charges and Collection Costs**

Initial A late charge of \$50.00 (fifty dollars) will be assessed if tuition payments are not received when due. Tuition in arrears more than thirty (30) days is subject to a finance charge of 1 ¼% per month on the unpaid balance, in addition to the \$50.00 (fifty dollar) late charge. A \$30.00 (thirty dollar) fee will be assessed for returned checks. If collection or legal action is instituted on this contract, Parent(s) agree to pay all costs and disbursements including all attorney and legal fees incurred to collect and enforce this indebtedness. Any litigation or civil action concerning this agreement shall be venue in a court of competent jurisdiction in Alameda County.

**20. Modification Conditions**

Initial The Quarry Lane School reserves the right to change tuition at any time. A written notice of any rate change will be available thirty (30) calendar days prior to the effective date of the change. The school retains the express right to add, omit, amend or change this admissions agreement and/or policy or rule at any time.

**21. Entire Agreement**

Initial No waiver of modification of this agreement shall be binding upon the parties unless it is in writing and signed by all parties to this agreement. There are no other oral agreements or representations that are not contained in this agreement and any oral evidence of the same shall not be admissible in any civil action or proceeding. This agreement shall be binding on and inure to the benefit of the respective parties, their heirs, legal representatives, successors, and assigns.

Accepted by: \_\_\_\_\_  
Parent/Guardian signature Print full name Date

Accepted by: \_\_\_\_\_  
Parent/Guardian signature Print full name Date

Accepted by: \_\_\_\_\_  
Administrator’s signature Date



# The Quarry Lane School

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## DEVELOPMENTAL GOALS

Please mark the skills and milestones that your child \_\_\_\_\_ has accomplished.  
(print child's name)

### Getting Ready for the Young Preschool Program (Two to three years old)

YES NO

- Self-feeding
- Steady walker/runner with no assistance
- One nap
- Can drink from a cup/sippy cup
- Able to say at least two words together like "more milk."
- Able to follow a simple one-step direction like "bring me your shoe."
- Point to things in a book when asked.
- Identify Social Cues - Notices when others are happy, hurt, upset, etc.
- Able to sit for a 5-minute story/circle time.

### Getting Ready for the Preschool Program (Three to four years old)

YES NO

- Self-feeding
- Steady walker/runner with no assistance
- One nap
- Can drink from a cup/sippy cup
- Point to things in a book when asked.
- Identify Social Cues - Notices when others are happy, hurt, upset, etc.
- Fully potty trained/able to fully care for themselves in the bathroom.
- Talks in conversation using at least two back and forth exchanges.
- Asks "who," "what," and "where" questions.
- Can say their first name when asked.
- Can put some clothes on by themselves.
- Able to follow multiple step directions like "bring me your shoe and come sit down."
- Able to sit for a 10-minute story/circle time.

### Getting Ready for the Pre-kindergarten Program/STEM Academy (Four to five years old)

YES NO

- Self-feeding
- Steady walker/runner with no assistance
- One nap
- Can drink from a cup/sippy cup
- Point to things in a book when asked.
- Identify Social Cues - Notices when others are happy, hurt, upset, etc.
- Fully potty trained/able to fully care for themselves in the bathroom.

- Asks "who," "what," and "where" questions.
- Can say their first name when asked.
- Able to follow multiple step directions like "bring me your shoe and come sit down."
- Says some words from a song, story, or poem.
- Speaks in sentences with four or more words.
- Talks about at least one thing that happened during their day.
- Can answer simple questions.
- Plays make believe/pretend.
- Can independently dress and undress.
- Able to sit for a 15-minute story/circle time

My child has completed the milestones as indicated above.

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Parent/Guardian Signature

Date