

Preschool Enrollment Procedures

Thank you for considering Quarry Lane preschool to start the journey of lifelong learning.

Please review the following checklist of procedures for enrollment in the Toddler and Preschool Programs.

School Tour - Open House

We encourage parents to view the campuses and receive an overview of the school schedules and curriculum.

Classroom Observation/Student Visit

We invite parents to bring their student to our campuses and visit in a classroom for an hour.

*tour our
school*

Enrollment Form, Admissions Agreement and Deposit

Parents complete the Enrollment Form and Admissions Agreement and return it with the enrollment fee, the first month's tuition and the material fee. ***All tuition and fees paid are non-refundable and non-transferable.*** Payment by check please, made out to Quarry Lane School.

Set Start Date

Admissions will determine availability based on your proposed start date. Attendance must begin within 30 days of signing the Admissions Agreement or upon the next available opening.

Admissions Paperwork

You will receive a packet of admissions forms required for attendance in the school. Forms include pre-admission health history, emergency information, a Physician's Report, and are due before your child's first day of attendance.

Immunization Record

An immunization record must be submitted upon enrollment (prior to attendance) verifying that vaccinations are up-to-date in accordance with California state law.

New Parent and New Student Orientations

Parents and students will have the opportunity each year in August to attend an orientation to help acclimate your family to our community. If you enroll mid-year, we encourage parents to bring their child in for a classroom visit before the first day of attendance to help them feel more comfortable in what will be their new environment.

The First Day of School

Be prepared! You will receive a checklist of things to bring the first day of school. Please check with the main office to make sure your child's school file is complete.

Probation Period

The first 30 days of enrollment are a probation period. If it is determined that our program is not suitable (due to child readiness, development, toilet-training problems, etc.), termination of enrollment may result. Based on growth and development, we may recommend enrollment at a later date.

Looking Forward - Re-enrollment

Enrollment is month to month with the annual school year calendar from September through August. Each year, in early winter, we ask parents to formally re-enroll for the next school year.

The Quarry Lane School does not discriminate on the basis of religion, color, national or ethnic origin, gender or to all rights and privileges, programs, and activities available to students. It does not discriminate in the administration of educational policies, athletic programs, financial aid programs or any other school-administered program. The school retains the right to dismiss any student if the school, in its sole discretion, determines that the welfare of the child or the school requires such dismissal.



Enrollment Form

TODDLER, PRESCHOOL AND PRE-KINDERGARTEN

DATE: _____

CAMPUS: PLEASANTON EAST (TODDLER-PRE-K)

PLEASANTON WEST (PRESCHOOL/PRE-K)

CHILD'S INFORMATION

FULL NAME _____ DATE OF BIRTH _____

PREFERRED NAME _____ GENDER MALE FEMALE

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):

TODDLER

(+/-15 mos - 2 yrs)

Full day (7 am-6 pm)

M-F

(Please indicate preferred days.)

YOUNG PRESCHOOL

(2 - 3 yrs)

Full day (7 am-6 pm)

Half day (8:30 am-12 pm)

M-F

(Please indicate preferred days.)

PRESCHOOL

(3 - 4 yrs)

Full day (7 am-6 pm)

Half day (varies*)

EEPs day (8:45 am-2:15 pm)

M-F

(Please indicate preferred days.)

PRE-KINDERGARTEN

(4-5 yrs)

Full day (7 am-6 pm)

Half day (8:45 am-12:15 pm)

EEPK day (8:45 am-2:15 pm)

EEPK+ day (7 am-6 pm)

M-F

(Please indicate preferred days.)

* Half Day Preschool Classes meet from 8:45 am-12:15 pm at the Pleasanton West Campus and from 8:30 am-12:00 pm at the Pleasanton East Campus.

(Our programs, including curriculum and specials classes, are designed for the five days per week schedule. Three day schedules are available for convenience—missed curriculum and activities are not made up.)

FAMILY INFORMATION

MOTHER/PARENT/GUARDIAN NAME _____

OCCUPATION _____ EMPLOYER _____

HOME PHONE _____ WORK _____ CELL _____

E-MAIL _____ DRIVERS LICENSE # _____

FATHER/PARENT/GUARDIAN NAME _____

OCCUPATION _____ EMPLOYER _____

HOME PHONE _____ WORK _____ CELL _____

E-MAIL _____ DRIVERS LICENSE # _____

ARE BOTH PARENTS LIVING WITH CHILD? YES NO IF NO, PLEASE PROVIDE ADDRESS _____

THE QUARRY LANE SCHOOL, OFFICE OF ADMISSIONS

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 WEAKNESSES.

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).

HAS YOUR CHILD HAD ANY HISTORY OF A PHYSICAL OR EMOTIONAL CONDITION WHICH HAS REQUIRED PROFESSIONAL ATTENTION OR WHICH MIGHT REQUIRE SPECIAL ATTENTION? YES NO IF YES, PLEASE EXPLAIN.

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

I/WE UNDERSTAND THAT A REGISTRATION FEE, THE FIRST MONTH'S TUITION AND THE ADMISSIONS AGREEMENT 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 REGISTRATION FEE AND THE FIRST MONTH'S TUITION 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: _____ 1st Month's Proration: _____

Check# _____ Amount _____ Date Rec'd _____ Supply Fee \$ _____ Rec'd By _____ Admissions Forms
 Welcome Packet
 Handbook Emailed



The Quarry Lane School

Dublin Campus:
Jr. Kindergarten-12th Grade
6363 Tassajara Rd.
Dublin, CA 94568
P (925) 829-8000 F (925) 829-4928

Pleasanton Campus East:
Toddler, Preschool and PreK
3750 Boulder St.
Pleasanton, CA 94566
P (925) 846-9400 F (925) 462-1066

Pleasanton Campus West:
Preschool and Pre-Kindergarten
4444B Black Ave.
Pleasanton, CA 94566
P (925) 462-6300 F (925) 462-1066

www.quarrylane.org

2017-2018 Admission Agreement • Toddler through Pre-Kindergarten

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. Basic Services Offered**
Initial The Quarry Lane School offers the following programs.

- Full day toddler care for ages +/-fifteen (15) months to two (2) years.
- Half day (3.5 hours) and full day educational preschool program for two (2) year olds.
- Half day (3.5 hours) and full day educational preschool and pre-kindergarten programs for ages—potty-trained three (3) years to six (6) years old.
- Extended enrichment preschool/pre-kindergarten (5.5 hours) for potty-trained three (3) to six (6) years old.
- Extended enrichment plus pre-kindergarten (11 hours) for potty-trained four (4) to six (6) years old.

Preschool and pre-kindergarten programs cover social development, large motor coordination, fine motor skills, developing listening skills, music and movement activities, color recognition, math readiness skills, science activities, reading readiness activities, language concepts, art projects, outside play and self-help skills.

_____ **3. Optional Services Offered**
Initial The Quarry Lane School offers no optional services. Independent contractors providing extra-curricular activities for students on campus are separate from Quarry Lane. Quarry Lane assumes no responsibility or liability for these contractors or agreements parent(s) may enter into with them.

_____ **4. Payment Provisions**
Initial Parent(s) agree to pay the monthly tuition regardless of the child's attendance. There will be no make up days or hours, vacation credit or credit for vacation time off. The Quarry Lane School is responsible for the care and supervision of my child as follows:

- _____ Five full days, \$2245/month, **toddler, ages +/-15 months-2 years**
- _____ Five full days, \$1925/month, **young preschool, ages 2-3 years**
- _____ Five half days (3.5 hours), \$1345/month, **young preschool, ages 2-3 years**
- _____ Five full days, \$1515/month, **preschool through pre-k, ages 3-5 years (must be potty trained)**
- _____ Five half days (3.5 hours), \$1075/month, **preschool through pre-k, ages 3-5 years (must be potty trained)**
- _____ Five extended enrichment days (5.5 hours), \$1280/month, **preschool/pre-k, ages 3-5 years (must be potty trained)**
- _____ Five extended enrichment plus days (11 hours), \$1605/month, **pre-k, ages 4-5 years (must be potty trained)**
- _____ Other: _____

Total monthly tuition fee \$_____ is due on the first of each month and will be considered late after the fifth of each month.

_____ **5. 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 relation 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.

_____ **6. Parent(s) agree and promise to follow all of the enrollment and tuition policies, terms and conditions of The Quarry Lane School.**
Initial

_____ **7. 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

8. 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 year (12 month period beginning September 1) is allowed at no charge. Requests for a change to your child's schedule must be submitted in writing before the last day of the month. All requests are subject to approval. This fee must be submitted with the written request.

9. Material Fee

Initial Parent(s) agree to pay a *non-refundable* material fee of \$250.00 (two hundred and fifty dollars) per child each school year. This *non-refundable* \$250.00 (two hundred fifty dollar) supply fee is due upon enrollment.

10. 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 Quarry Lane 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 Quarry Lane by the state licensing agency because of their failure to provide a full and complete signature.

11. 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 absence, withdrawal, or dismissal from The Quarry Lane School. Paid monthly tuition is *non-refundable* even if the student leaves at the beginning of the month unless the child is hospitalized and seriously ill. A physician report and letter will be required.

12. Enrollment

Initial A *non-refundable* \$100.00 (one hundred dollars) enrollment fee, a *non-refundable* deposit of the first month's tuition (as designated in §4) plus the *non-refundable* \$250.00 (two hundred fifty dollar) supply fee per student is due upon enrollment. Enrollment must commence within 30 days of signing the Admissions Agreement, or when the first opening becomes available.

13. Probation Period

Initial Parent(s) understand that there is a 30 (thirty) 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 (due to child readiness, development, toilet-training problems, etc.), termination of enrollment may result. Based on your child's growth and development, we may recommend enrollment at a later date. If termination of enrollment occurs before the probation period ends, tuition will be prorated based on number of days used and will be refunded accordingly. There is no refund of the registration fee.

14. Withdrawal

Initial Parent(s) 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. Parent(s) choosing a short-term withdrawal (see §14) must be absent from Quarry Lane for a minimum of thirty (30) days before re-enrolling in the program.

15. Re-enrollment Following a Short-term Withdrawal

Initial Parent(s) choosing a short-term withdrawal (see §13) must be absent from Quarry Lane for a minimum of thirty (30) days before re-enrolling in the program. Re-enrollment forms will not be accepted for short-term withdrawals until the child returns. Re-enrollment is not guaranteed and is based on space availability upon the child's return.

16. Annual Re-Enrollment

Initial Enrollment is month to month with the annual school year calendar from September through August. 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. Quarry Lane 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. Quarry Lane may also terminate enrollment if the student, parent(s), or guardian(s) fail to cooperate with faculty and administration. Quarry Lane reserves the right to dismiss a student if his or her physical or mental disabilities preclude the school from providing for the necessary needs of the student as determined by the 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 Quarry Lane 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

Dublin Campus:
 Jr. Kindergarten-12th Grade
 6363 Tassajara Rd.
 Dublin, CA 94568
 P (925) 829-8000 F (925) 829-4928

Pleasanton Campus East:
 Toddler, Preschool and PreK
 3750 Boulder St.
 Pleasanton, CA 94566
 P (925) 846-9400 F (925) 462-1066

Pleasanton Campus West:
 Preschool and Pre-Kindergarten
 4444B Black Ave.
 Pleasanton, CA 94566
 P (925) 462-6300 F (925) 462-1066

www.quarrylane.org

TODDLER, PRESCHOOL & PRE-KINDERGARTEN TUITION AND FEE SCHEDULE • 2017-2018 SCHOOL YEAR (Eff. 9/1/17)

<u>PROGRAM</u>	<u>SCHEDULE</u>	<u>MONTHLY TUITION</u>
Toddler (+/-15 months to 24 months)	5 Full Days (7:00 AM–6:00 PM)	\$2,245.00
	3 Full Days	1,550.00
Young Preschool (24 months to Preschool)	5 Full Days (7:00 AM–6:00 PM)	\$1,925.00
	3 Full Days	1,375.00
	5 Half Days (8:30 AM–12:00 PM)	1,345.00
	3 Half Days	1,075.00
Preschool to Pre-Kindergarten	5 Full Days (7:00 AM–6:00 PM)	\$1,515.00
	3 Full Days	1,120.00
	5 Half Days (varies*)	1,075.00
	3 Half Days	750.00
Extended Enrichment Preschool/ Pre-Kindergarten	5 Days (8:45 AM–2:15 PM)	\$1,280.00
	3 Days	935.00
Extended Enrichment Pre-K Plus	5 Days (7:00 AM–6:00 PM)	\$1,605.00
	3 Days	1,150.00

* Half Day Preschool Classes meet from 8:45 am–12:15 pm at the Pleasanton West Campus and from 8:30 am–12:00 pm at the Pleasanton East Campus.

ADDITIONAL FEES

Enrollment Fee	\$100
Re-enrollment Fee	\$50 (<i>incurred only if a student withdraws and returns</i>)
Material Fee	\$250/annual (due upon enrollment)
COS Fee (Change of Schedule)	\$25/One change per year, per student, at no cost.
Key Deposit	\$15 (<i>refundable deposit per electronic key at east campus</i>)
(Catered) Hot Lunch Program	≈ \$5.75/day for ≥2 years (<i>optional</i>)

DUE WITH ENROLLMENT

New Enrollment

New enrollment requires a completed enrollment form and admissions agreement with the enrollment fee and first month's tuition. This non-refundable and non-transferable deposit is credited to the first month's tuition.

Annual Re-Enrollment

Each year, we require our families to re-enroll for the following school year (September through August). During this re-enrollment period, we require parents to submit re-enrollment paperwork to secure a spot for the next school year.

All tuition and fees are non-refundable and non-transferable.