

Good Shepherd Christian School
 940 S. Stelling Rd. Cupertino, CA 95014
 (408) 253-5756
 admin@gscschool.org

Current revision: 2023-04-13

GSCS 2022-2023 ADMISSION AGREEMENT

I _____ agree to enroll my child _____ with Good Shepherd Christian School, and agree that I understand and will abide by the following terms and policies.

STARTING DATE

_____ (initial) I agree that the starting date for my child is ____/ ____/ _____. (mm/dd/yy)

The starting date should not be later than one month from the registration date (or two months for lamb class applicants who have yet to age into the program). After registration, a request to change the starting date can be made to the director but cannot be more than 2 weeks before or after the original start date. The director has full discretion to grant the request or not, and a \$100 processing fee will be charged.

PROGRAM AND SCHEDULE

Our Preschool program provides care and supervision for children ages from 2 years to 6 years old.

		Monthly Tuition
Lamb Class (2yr-3.5yr)	Full Time	\$1,600 + \$150 Diaper Fee
	Half Day	\$1,250 + \$150 Diaper Fee
Lion (3.5yr- 5yr) English	Full Time	\$1,600
	Half Day	\$1,250
Eagle (4.5yr -6yr)	Full Time	\$1,600
	Half Day	\$1,250

I select the following program (Please mark with a check):

Lamb Class	<input type="checkbox"/>	Full Day Program	<input type="checkbox"/>
Lion Class	<input type="checkbox"/>	Half Day Program	<input type="checkbox"/>
Eagle Class	<input type="checkbox"/>	3 Day Program	<input type="checkbox"/>

SCHOOL CLOSING

We are a 12 month program and the tuition will cover the holidays & scheduled closures listed on the school calendar. We are closed for Federal holidays, spring and winter break, and for staff development as well as parent teacher conference days.

Half Day/Week Program

The half day/week programs are subject to availability. GSCS reserves the right to review, revise, and cancel the half day programs at any time based on staffing, space availability, and finances.

EXTENDED CARE SERVICE 8:30-9:00 AM

Extended care service must be pre-arranged and approved by the school office, a \$100 extended care fee will be added to the monthly tuition.

Do you require extended care service? Yes _____ No _____

EARLY/LATE CHARGE AND ONE TIME EXTENDED CARE

All students dropped off before or picked up after enrolled school hours will be charged with a penalty of \$1.00 per minute. Penalty fees will be invoiced the following month. You may request one-time one-hour extended care service ahead of time. The service is for an hour and the charge is \$20.

TOILET TRAINING TRANSITION

Diapers and wipes will be provided by parents. **All children enrolled in the Lion and Eagle programs should be fully potty trained.** Each child should be able to take care of their potty needs with minimal assistance from their teacher.

Your child is fully potty trained if all the following are true:

- Child wears regular underwear throughout the day, no pull-ups.
- Child uses the toilet for both urination and bowel movement.
- Child will tell an adult when they need to use the restroom and give enough warning/hold long enough to get to the facilities before having an accident.
- No diaper needed during naptime.

Is your child fully potty trained? _____Yes or _____No.

Note: If your child has 2 or more accidents per week for 2 consecutive weeks, we will consider the child as not fully potty trained. A diaper fee of \$150 per month will be added to the monthly tuition starting that month.

SIBLING DISCOUNT

The discount for siblings is 5% off the lowest single tuition. Only one discount may be applied per child.

REGISTRATION AND DEPOSIT

\$250.00 non-refundable, non-transferable registration fee and a security deposit equivalent to one month tuition plus all regular fees is payable at the time this agreement is signed and submitted. In the event of a change in tuition and/or regular fees, the deposit should be adjusted to reflect the changes before the new program or services take place. The deposit will be returned upon student withdrawal, unless the student is withdrawn prior to starting the program - at which point the deposit will be taken in place of the first 30 day's tuition which the family commits to upon signing this agreement.

TUITION PAYMENT

Payments made by Parent(s) to School under this Agreement may be made by check payable to Good Shepherd Christian School or through Zelle to finance@gschristian.org. A service charge of \$40.00 will be imposed for any returned check.

MONTHLY TUITION

Monthly tuition and fees are due on the 1st of each month. There will be a 5-day grace period for late payments, if at that time, payment has not been received by the 5th of the month, a \$30 late fee per month will be assessed for all overdue accounts. Overdue accounts will be submitted to our credit system for collection. You understand that you are responsible to pay for services rendered including cost of collection in the event of default. The school reserves the right to refuse admittance to the classroom until a satisfactory settlement of the account has been made.

For the month a student starts or terminates enrollment, tuition will be calculated by the number of days the child is enrolled based upon 20 business days per month.

REFUND POLICY

There will be NO REFUND for illness, holidays, vacations, or any scheduled/emergency school closures.

WITHDRAWAL BY PARENTS

A 30-day written notice is required to withdraw from the program. You can only turn in the withdrawal notice 30 days after the start date. Tuition will continue during the 30-day period from the date the written withdrawal notice is received. Failure to provide a 30-day written notice and/or failure to pay tuition will result in application of your deposit to any sums due under this policy. The deposit can be applied to a student's last month's payment or refundable if the account is closed with no outstanding balance.

SCHEDULE CHANGE

If changing schedules within the same program is necessary, parents should fill out the Program Change Request Form and turn in it before the 25th of the current month. Schedule changes and new tuition rate will be effective on the first day of the next month. There is no charge for the first request, the second and each subsequent request may be assessed with a processing fee of \$50.

TERMINATION BY SCHOOL

Center may terminate child's enrollment in Center's program effective immediately upon written notice to parent(s) of such termination if any of the following conditions arise:

1. In the sole judgment of the Center's Director based on the history, the child's behavior threatens the physical or mental health or well-being of one or more of the other children at the Center;
2. Parent(s) is hostile, uses profane language, is verbally or physically abusive or threatening to staff or clients of the facility;
3. Any payment owed by parent(s) to Center is not paid within 2 weeks after such payment is due;
4. Non-cooperation of parent(s). Parent(s) refuses to comply with agreed upon plan of action relating to child's behavior.

SUBSIDIZED PROGRAMS (4Cs and other programs)

Parents will be responsible to pay for any fees that are not paid by your child's subsidized program.

EMERGENCY SITUATION

In case of illness or any other emergency situation, Good Shepherd Christian School's Administration office will obtain emergency medical care, dental care, or emergency evacuation for the child at his/her parents' own expense. In the event of an emergency which affects the school's operation, parents will be contacted as soon as possible via text, email, and or voice mail. Parent contact information will be collected and updated annually for this purpose.

ILLNESS

It is parents' responsibility to inform the school within 24 hours, or the next business day after your child or any member of your immediate family has developed any communicable disease. Parents will be contacted should their child become ill while at school. Parents agree to follow the school health policy and to pick up your child promptly upon notification.

IMMUNIZATION REQUIREMENTS

Up-to-date immunization records must be presented at the time of enrollment.

PARENTS RIGHTS

All parents have the right to visit their child/children during school operating hours if it is in the best interest of the child.

PHOTOGRAPHS AND VIDEO RECORDINGS

I grant Good Shepherd Christian School permission to use and publish the photographs, videotapes, electronic recordings, and/or sound recordings of me or my child at all school activities and I release Good Shepherd Christian School and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. I specifically waive any right of compensation I may have for any of the foregoing.

BABY-SITTING

It is our school policy that employees do not take care of children enrolled in our center programs at night and on weekends. We ask parents not to ask staff for this service because our insurance does not cover staff off premises.

INSPECTION AUTHORITY OF THE DEPARTMENT OF SOCIAL SERVICES

The State of California, Department of Licensing agency shall have the authority to interview children, or staff and to inspect and audit child or facility records without prior consent. Good Shepherd Christian School shall make provisions for private interviews with any child (ren) or any staff member; and for the examination of all records relating to the operation of the facility. The Department of Social Services 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 physically examine the child (ren).

TERM

This agreement shall be in effect until the child is withdrawn from Center unless terminated sooner in accordance with the provisions of this agreement.

I have received the Parent's Handbook describing the basic services provided by Good Shepherd Christian School. I have read, and will comply with the policies and procedures included in the Admission Agreement and in the Parent's Handbook. I understand that I am responsible for all tuition payments and other school-related fees as described in the Admission Agreement.

Parent's Name (Print)

Signature

Date

Parent's Name (Print)

Signature

Date

Director's Name (Print)

Signature

Date