

The Canopy Tree

Admission policy



This centre is in formation and is not yet enrolling. This policy is published so you can read the terms before there is any decision to make. Nothing here is a contract until a place is offered and an agreement is signed.

ADMISSION AND ENROLMENT

This agreement is made between The Opportunity Tree Preschool/Daycare and for the care and supervision of: Subsidized Program Payment (Bananas, Oakland Licensed Childcare links, etc) At The Opportunity Tree Preschool, we focus on providing high-quality early childhood education within our core program. We do not offer additional services beyond our standard educational curriculum and care. Our commitment is to maintain a consistent, nurturing environment that supports the development of all children in our care.

We offer two primary enrollment options to accommodate the diverse needs of our families: full- time and part-time attendance. Full-time enrollment is defined as attendance for three or more days per week, while part-time enrollment is for less than three days per week. To best serve our community and maintain the stability of our classrooms, we reserve the right to prioritize full-time enrollment. This means that in situations where demand exceeds our capacity, we may adjust part- time enrollments to make room for full-time students.

These decisions are made carefully, considering the needs of both the students and the parent community. We strive to balance the individual needs of families with the overall requirements of maintaining a vibrant and sustainable preschool environment. By signing this document, I agree to pay for the cost of agreed childcare days and hours in the amount listed above. I also understand and agree Tuition is to be paid in ADVANCE and is due on Fridays before 6:00PM and prior to the following week of care.

A billing statement will be provided indicating when payments are due and the amount due. A receipt will be given after payment is made. There will be a late charge of \$25.00 if payment is late. Tuition obligation is based on the hours you agree to use childcare, not the actual hours of attendance. There are no refunds once tuition is paid to the provider. Furthermore I understand and agree that there will be no adjustment in the cost of care due to any type of absences(

illness, holiday, vacation, etc.) I understand and agree that there will be no adjustments in

tuition payments due to provider's observe holidays, vacations, days off and early closing.

I have received, read and agree to the contract attached childcare policies, and filled out the I understand in the event that the provider is not reimbursed by the subsidized payment program by the 10th of the month, it is my responsibility to pay all fees and tuition due for childcare services by the last Friday of the month. Parent co-fees are due every Friday before 6pm. Registration Fee: a non-refundable registration fee of \$25.00 is due in advance prior to enrollment.

Late Payments: A fee of \$25.00 will apply after the payment is due. Late Pickup: A fee of \$1.00 a minute will be charged for any time your child is picked up after the Page 1 of 2 Change of Schedule: If a parent needs additional hours of care not provided herein, an hourly rate At The Opportunity Tree Preschool, we believe that field trips are an integral part of our educational program, offering children valuable opportunities to explore and learn beyond the classroom environment.

To ensure the safety and enjoyment of all participants, we have established the following field trip policy. For any child to participate in a field trip, we require a signed permission slip from a parent or legal guardian. Parents and guardians will be notified at least one week in advance of any planned field trip, including details such as the date, time, destination, mode of transportation, and any special requirements.

The school maintains a minimum staff-to-child ratio of 1:6 during field trips to ensure adequate supervision, and additional parent volunteers may be requested to assist. Transportation for field trips will typically be provided by a licensed and insured bus service. In some cases, parent volunteers may be asked to provide transportation using their personal vehicles, subject to proof of insurance and a valid driver's license.

Safety is our top priority, and we implement several measures to ensure the well-being of all children. These include carrying first aid kits, having emergency contact information readily available, and ensuring that at least one staff member certified in pediatric first aid and CPR is present on each trip. Any additional costs associated with field trips will be communicated to parents in advance, and financial assistance may be available for families in need.

Children are expected to adhere to the school's behavior policies during field trips, and the school reserves the right to exclude a child from future field trips if their behavior poses a safety

risk. We are committed to making reasonable Additional Fees Field Trips accommodations for children with special needs to participate in field trips and encourage parents to communicate any specific requirements in advance. The school reserves the right to cancel or reschedule field trips due to inclement weather, safety concerns, or insufficient participation.

If a parent or guardian chooses not to have their child participate in a field trip, alternative care at the preschool may be provided, subject to staff availability. By signing the , parents and guardians acknowledge that they have read, understood, and agree to abide by this field trip policy. Upon acceptance to the program, each child is subject to a probation period during the first two weeks of attendance. During the probation period, the child can be dismissed without prior notice.

In addition, any unused prepaid fees will be refunded up to one week within five business days. If a parent wishes to remove a child for any reason after the probation period, including a short vacation, a two-week notice must be given for each child enrolled. The parents are subject to paying for the two agreed two-week period if no prior notice is given. The parent is aware that the STATE OF CALIFORNIA LICENSING AGENCY shall have the authority to interview staff, children, or to inspect and audit child or facility records without prior consent.

The licensee shall make provisions for private interviews with and children or staff member; and for the 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 children, including conditions which may indicate abuse, neglect, or any inappropriate placement. This agreement may be terminated by The Opportunity Tree preschool/Daycare with a two-week Notice for the following reasons: 1.Parent/Guardian has not cooperated with the preschool regarding the child's discipline needs.

Parent/Guardian has not paid fees 3.Other reasons that are not in compliance with The Opportunity Tree preschool /daycare By signing this agreement, the Parent/Guardian agrees to all The Opportunity Tree preschool/Daycare operating policies and procedures as described therein. REFUND POLICY Rights of Licensing Agency Reasons for Termination Full Time Daily rate: 6 hours or more per day or more per week Full time care not to exceed 30 hours per week Preschool: \$125 School Age: \$95 Full time Weekly rate: 30 or more hours per week Preschool: \$425 School Age: \$345 Hourly rate: Preschool: \$45 School Age: \$40 Part Time Weekly rate: 30 hours or less per week Preschool: \$325 School Age: \$225 Part Time Hourly rate: Preschool: \$40 School Age: \$35 Other charges not listed above: *Registration fee: \$100 *Special needs rate: \$100/day Rates Provider must receive a two week notice prior to taking child out of care

Additional information: Any modification changes, facility must give families 30-day notification
of any rate changes.

The Canyon Trust admission policy