

# Footsteps Child Care Preschool Enrollment Form



Please use one form per child

Desired Start Date \_\_\_\_\_

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

Birth Date \_\_\_\_\_ Gender \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Guardian 1** First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Email\* \_\_\_\_\_ Mobile \_\_\_\_\_

Guardian 1 employed at \_\_\_\_\_ Work Phone \_\_\_\_\_

*\*Email addresses are required – Tuition Statements, Newsletters, and information sent via email*

**Guardian 2** First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Address, if different from child \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

Guardian 2 employed at \_\_\_\_\_ Work Phone \_\_\_\_\_

**Sibling**  Yes Footsteps Site Currently Attending \_\_\_\_\_

## Program Site and Schedule

**Cipriani Preschool** 9 AM – 12 PM Monday-Friday

**Puma Cubs**  Infant/Toddler  Preschool  Pre-Kindergarten

**City Center Plaza**  7:00 AM-6:00 PM  9:00 AM-4:00 PM

**Payment Preference**  Tuition Express Automatic Payments  Check/Money Order by the 10<sup>th</sup>

## Your space will be secured when we receive your completed enrollment form and,

**Enrolling** \$75 registration fee and \$500 Deposit\* (City Center Plaza & Puma Cubs Only)

**Continuing** \$75 registration fee

**Wait List** \$25 non-refundable fee

I would like information regarding a fee subsidy or State Preschool subsidized program

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

\_\_\_\_\_  
Date

### Wait List Policies

- We assess available spots in each class and go down the wait list to fill those spots.
- When offering a space from our waitlist, we look at a number of factors, including requested start date, birthdate, gender. We also look at siblings of currently regularly enrolled in a Footsteps Child Care after school or preschool program.
- When you are contacted, please respond as soon as possible; families who do not reply within a week will be removed from the wait list.

Please complete enrollment form and make your check payable to Footsteps Child Care, Inc.

Mail: 374 El Camino Real Belmont, CA 94002

Email: [office@footstepschildcare.org](mailto:office@footstepschildcare.org)

For Office Use Only: Date Received \_\_\_\_\_ Waitlist Fee Paid \_\_\_\_\_ Staff Initials \_\_\_\_\_



**FOOTSTEPS CHILD CARE, INC. FINANCIAL AGREEMENT**

**PRESCHOOL PROGRAM**

**YEAR** \_\_\_\_\_

**CONTRACTED CHILD** \_\_\_\_\_

**SITE** \_\_\_\_\_

1. **PAYMENT OF TUITION:** I agree to pay a monthly tuition during the year, depending on the payment plan chosen. I understand tuition is to be paid whether or not my child is absent due to illness, holiday, or any other reason and failure to pay the monthly tuition will result in my child's termination from the program. I understand it is my responsibility to pay this amount on time, whether or not I have received an invoice. I understand if I add or drop session (s), I am responsible to pay the adjusted tuition rate.
2. **HANDBOOK:** I received or have access to the Family Handbook and a school year calendar, and I acknowledge the program will close during select holidays. I understand I will receive no reduction in tuition for these designated days. I understand what is expected of a family enrolled in a Footsteps Child Care, Inc. program and agree to abide by all the printed rules.
3. **DEPOSIT:** A deposit equaling ½ of the monthly tuition was charged upon enrollment. This deposit is applied if 30 days written notice is received, to the last 2 weeks of enrollment.
4. **REGISTRATION FEE:** A non-refundable registration fee of \$75 per child is due upon enrollment or re-enrollment. This fee is not pro-rated according to enrollment date.
5. **AFTER HOURS FEE:** I agree to pay an after hour fee of \$1.00 for each minute I am late picking up my child beyond my contracted session end. This after hour fee is charged per child and is billed to your account monthly. I understand after three late arrivals, my child may be terminated from the program for failure to adhere to stated rules.
6. **ADDITIONAL HOUR/DAY CHARGES:** I understand my financial agreement is for specific days and times. If my child is at the Site longer than the hours contracted, I understand I will be charged \$10.00 for each additional hour or fraction of an hour my child remains.
7. **RETURNED CHECKS:** Checks returned by the bank are subject to a \$25.00 service charge. If a check is returned a second time, you will be notified and expected to submit a cashier's check or money order, including the service charges (if the check is returned twice, two service charges will be applied). If two separate checks are returned from the bank within the contract year, cashier's checks or money orders will be required for all future payments.
8. **LATE PAYMENTS:** Tuition payments are considered late after the 10<sup>th</sup> of the month, unless a prior agreement is reached. All payments received after the 10<sup>th</sup> are subject to a \$20 late fee. Charges past due longer than 30 days are grounds for termination. If that occurs, Footsteps reserves the right to change the payment method for future payments to a guaranteed form of payment through Tuition Express (I.E. bank account or credit card).
9. **CONTRACT CHANGES:** All contract changes, including changes to days and hours, **must be submitted in writing** to the Site Director for approval 30 days in advance. Footsteps Child Care, Inc. will provide 30 days notice for any basic rate change to financial agreements, except for contracts involving children whose care is funded at government prescribed rates. In this case, the effective date of the government rate change is considered the effective date, and no prior notice is necessary.
10. **COMMUNITY CARE LICENSING:** Licensing has the authority to interview children or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child or staff member and for the examination of all records relating to the operation of the site. Licensing has the authority to observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement.
11. **REMOVAL FROM THE PROGRAM:** We reserve the right to suspend or terminate any child for disciplinary reasons, as outlined in our Family Handbook. In such instances, tuition is not refunded. The staff and parents or guardians have the right to request a parent conference at any time. A child can be removed from the program for chronic late pick-up, non-payment of tuition, failure to comply with the program's health and safety policies, and/or failure to complete forms required for enrollment. If a parent/guardian confronts staff while children are present, it is grounds to dismiss their child from the program. We ask that parents/guardians do not discuss problems, concerns, or confidential situations in front of children or other adults. Please make an appointment to speak with the Site Director to discuss any problems, concerns, and/or suggestions.
12. **DELINQUENT FEES AND PENALTIES:** I understand delinquent fees and penalties may be cause for termination of services. Additionally, I am responsible for any costs, i.e. attorney or collector fees, that may be assessed in the collection of unpaid fees and/or penalties due, according to my contract.
13. **TUITION RESPONSIBILITY:** Footsteps Child Care, Inc. considers parents jointly and singularly responsible for tuition payments, regardless of custody arrangements. Non-payment of fees by one parent can jeopardize the care for the child.

*Checks are made payable to Footsteps Child Care, 374 El Camino Real, Belmont, CA 94002*

<p>I, _____, have read and understand all of the provisions  <i>Print Name</i></p> <p style="text-align: center;"><b>contained herein and agree to the terms of this contract.</b></p>	
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\_\_\_\_\_  
*Parent/Legal Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Footsteps Child Care Signature*

\_\_\_\_\_  
*Date*