

# CLEMENT SCHOOL

955 Branham Lane • San Jose, CA 95136  
 Ph: (408)265-2226 • Fax: (408)266-9732



**Mailing Address:** P.O. Box 18248

San Jose, CA 95158-8248

email: [info@clementscool.com](mailto:info@clementscool.com)

Web site: <http://www.clementscool.com>

Lic. #430710053

*Where the Love of Learning Begins*

## ADMISSION AGREEMENT & SCHOOL POLICIES

### SCHOOL OBJECTIVES & PHILOSOPHY

Our objective is to provide a safe environment for children to learn, through positive experiences, under the guidance of qualified teachers. We create a base for children to build toward their future academic and personal success. Our philosophy is that each individual child should receive the opportunity to grow in the areas of social, emotional, physical, creative, and cognitive development.

### TUITION AND FEE SCHEDULE 2010-2011 SCHOOL YEAR

Program Session	Annual Tuition	9 Monthly Installments* August – April Payments	Last Monthly Installment* May Payment
<b>Preschool Sessions</b> Ages 2 1/2 - 5 yrs. 8:45am-11:40am			
5 (Five) Half Days (Morning)	\$5605.00	\$590.00*	\$295.00*
3 (Three) Half Days (Morning)	\$4275.00	\$450.00*	\$225.00*
2 (Two) Half Days (Morning)	\$2897.50	\$305.00*	\$152.50*
<b>Junior Kindergarten Session</b> 9:10am - 12:20pm			
3 Half Days (M W F Morning)	\$4607.50	\$485.00*	\$242.50*
5 Half Days (Morning) (Sessions may be cancelled due to low enrollment)	\$6507.50	\$685.00*	\$342.50*
<b>Enrichment Programs</b> Afternoon Express (12noon–2:00pm)		See us at the Main Office	

\*NOTE 1 – Tuition Fees are subject to change

\*NOTE 2 – An additional \$5 check processing fee per installment will be applied on tuition stated above if you are **NOT** enrolled in *Tuition Express* (see below).

PAYMENT OPTIONS. A. Ten (10) monthly payments:

- Tuition is based on a set amount for the school year. Therefore, regardless of the days of school held in any given month, payment will remain the same. Payments are made in monthly installments from August through May. Payment #1 is divided into two installments with Payment #1a (prepayment) in the amount of 50% of your regular monthly tuition is due June 1<sup>st</sup> and Payment #1b will be due on August 2<sup>nd</sup>. Each monthly tuition payment secures your child's placement for the next month. All monthly tuition payments are **NON-REFUNDABLE**. Partial refunds will only be given only for annual payments.
- Your first month's tuition balance is due by **12pm NOON on AUGUST 2, 2010** and this payment is **NON-REFUNDABLE**. Your tuition payment balance must be paid in full and received in the office no later than August 2, 2010 or your child's space may be forfeited. Also, this payment may not be applied to future enrollment.
- All registration fees and tuition (August through May) are **NON-REFUNDABLE** and may not be applied to delayed or future enrollment. Also, tuition fees are **NON-TRANSFERABLE** to another sibling or child.
- The June payment will be prorated for preschool and junior kindergarten classes. See fees above.
- A full monthly tuition payment is made in December.
- **PAYMENTS ARE DUE THE FIRST SCHOOL DAY OF EACH MONTH.** You are encouraged to enroll in *Tuition Express* to have your tuition electronically transferred (EFT) from your bank account by the 8<sup>th</sup> of each month. The transactions are completely safe, secure, and convenient for you. You will be required to complete an authorization form (see Tuition Express form for more details about frequently asked questions). If you are currently enrolled, you do not need to complete another form unless your bank account has changed. You need to notify the office in writing to discontinue the service.
- There will be a \$5 check processing fee per installment for NOT enrolling in Tuition Express. Regardless of payment preference, we will **NOT** send home a monthly statement. A \$25 late fee is charged for payments received after the 5<sup>th</sup> of each month.
- Tuition will only be prorated for students who begin mid-month.
- No deductions or refunds will be made for absences.
- Sibling Discounts are available for families with more than one student enrolled during the current school year. Full tuition is due for the oldest child and a 10% discount is applied to younger siblings.
- There is a \$25 assessment for returned checks or insufficient funds. If a check is returned or electronic payment transfer does not process due to insufficient funds, payment for that month must be made in cash, including the \$25 returned check/service fee.

B. One (1) Full Year Payment is due August 2<sup>nd</sup>.

- Partial refunds will **ONLY** be given to those making annual payments. However, one additional month will be charged at the time of your child's withdrawal.

           (Initial) – I have read and agree with the above statements regarding the payment schedule and related terms and conditions.

**ENROLLMENT  
PROCEDURE**

Applications for enrollment are accepted without regard to race, religion, gender, color, creed, or national origin. All children, including presently enrolled children, must reapply each year.

**All Preschool Students:**

Please note that a \$125 non-refundable registration fee is due at the time of registration. This fee is not applicable to tuition.

**Junior Kindergarten Students:**

Please note that a \$200 non-refundable registration fee is due at the time of registration. This fee is not applicable to tuition.

**PRE-PAYMENT TUITION:**

Please note that a non-refundable tuition prepayment (Payment #1a) in the amount of 50% of your regular monthly tuition is due on June 1<sup>st</sup>, 2010. This prepayment will be applied towards your first month's tuition. The remaining balance will be due on August 2<sup>nd</sup>, 2010 (Payment 1b).

- All students must provide proof of current immunizations **PRIOR** to the start of school.
- Children are placed in specific classes based on their age and maturity levels at the sole discretion of the school's staff. You may request a particular teacher, however no guarantees can be made.
- Children must be trained in bathroom etiquette and must be completely responsible for themselves in the restrooms. Wearing diapers, training pants, or pull-ups is not acceptable.

Please complete and return the required forms by June 1, 2010 along with your Payment #1a (Prepayment - 50% of Monthly Tuition). State law requires all forms to be completed and on file:

- |                                      |                     |
|--------------------------------------|---------------------|
| 1. Consent to Medical Treatment      | 4. Parent's Rights  |
| 2. Identification and Emergency Form | 5. Personal Rights  |
| 3. Health History                    | 6. Physician Report |

Due at the time of registration:

- Registration Card and Fee - \$125.00 for Preschool / \$200.00 for Jr. Kindergarten
- Admission Agreement/School Policies
- Tuition Express Enrollment Form with a Voided Check

## ARRIVAL & PICK-UP

- Staff members will greet each child at the car door and escort them into school. Parents and/or guardians must sign their child in and out at pick up and drop off times. **FULL FIRST AND LAST NAME IS REQUIRED.**
- **You may be asked to show identification.** Please carry your identification with you during these times.
- Please follow designated arrows to the proper pick-up location. Please be patient and considerate of other drivers and have your children buckled in at all times until your car arrives at a full stop at your designated drop-off door. In consideration of fellow drivers, please do not hold any conversations at drop off and pick up times. If you would like to speak with your child's teacher we will be happy to set up a conference for you.
- Due to insurance reasons, our staff is not allowed to buckle your child into his/her car seat.
- Children will only be released to authorized persons on file and must furnish driver's license or photo identification according to California State Licensing. We cannot accept a phone call to authorize any changes. Changes are only accepted in writing from child's parent or legal guardian. Faxes are acceptable. Name placards are issued to those parents and guardians authorized to pick up your child.
- Please do not block neighboring driveways or do not stop in a moving traffic lane on Branham Lane to enter the school driveway. If the line is full on the school driveway, we recommend that you park on one of the side streets or circle the block for your safety. Stopping in a moving traffic lane is against the law and dangerous and Clement cannot be held responsible for these violations on San Jose city streets.
- Please be prompt in picking up your child. There will be overtime charges assessed at **\$3 per each minute** if you are late picking up unless other arrangements have been made.

## GENERAL INFORMATION

Visitors and parents are welcome at any time.

The California State Department of Social Services requires all licensed preschools to notify parents of the Department's right to inspect and audit child(ren) or facility records without prior consent, and to interview or observe the physical condition of the child(ren), and to have a licensed medical professional physically examine child(ren). However, you and your child should be aware that no child can be required to submit to questioning or an examination.

## TERMINATION AND WITHDRAWAL

Your child's enrollment may be terminated at any time, with or without cause, at the sole discretion of Clement School.

This agreement is terminated when (1) your child withdraws from school and (2) all fees have been paid. One month's written notice is required for your intention to withdraw your child to allow us to open and fill your space. All payments are **NON-REFUNDABLE** except as discussed in Section B under Payment Options. Clement School may terminate this agreement if tuition is not paid or if the school feels our program does not meet the needs of the child or parent, which determination shall be made at the sole discretion of the school's staff.

## ARBITRATION

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration administered by JAMS Endispute and judgment on the award entered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The place of arbitration shall be San Jose, California. This contract shall be governed by the laws of the state of California. The prevailing party shall be entitled to an award of reasonable attorney fees.

## ILLNESS AND ABSENCE

We hope to have as little illness as possible. Please do not send your child to school with a cough, cold, fever, etc. If we feel your child is ill, we will contact the parent or guardian listed on our emergency forms. If we cannot contact parent(s) or guardians we will then attempt to contact adults who are authorized to pick up your child from school. Until an appropriate adult can pick up your child, he/she will remain in the office. In the event a child contracts a communicable disease, such as chicken pox, an exposure notice will go home. No deductions or

