



**Creative Minds Child Development Center**  
 4977 Dent Avenue, San Jose, CA 95118 •• (408) 445-0101

## Admission Contract

### Student Information

Student Name		Date of Birth	Start Date
Program Selection: <input type="checkbox"/> Infants (1-23 months) <input type="checkbox"/> Toddler/2s (2-3 years) <input type="checkbox"/> Preschool (3-5 years) <input type="checkbox"/> Kindergarten before/after school <input type="checkbox"/> Summer			
Program Length <input type="checkbox"/> 4-hour <input type="checkbox"/> School Day <input type="checkbox"/> 6-hour <input type="checkbox"/> Extended AM <input type="checkbox"/> Extended PM	Number of days per week <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3	Which days? <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	Potty trained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Home Address: Street		City, State	ZIP
Home Phone		Email	

### Policies and Procedures

#### Admissions and Enrollment

Applications for enrollment are accepted without regard to race, religion, gender, or national origin. No religious doctrine is taught, although we do stress accepted standards of personal integrity and ethical behavior, and we honor traditional family values, customs, and celebrations.

Classes are available only if demand is sufficient. Creative Minds CDC may use videos and/or photographs of the child in the school's promotional materials. If you don't want us to use your child's videos and/or photographs for promotional purposes, you must submit a request in writing.

For schedule change requests, we will do our best to accommodate families' needs, but we reserve the right to choose which days part-time children attend based on space available.

#### Tuition and Fees

Tuition rates are specified in the annual Tuition Schedule. Tuition is due by the first of every month. After the 5<sup>th</sup> of the month, a \$25 per day late fee will be added. If a student is picked up after the scheduled departure time, they will be charged \$1.00 for every minute late. The Center will provide parents/guardians at least 30 days written notice prior to any basic tuition rate increase.

#### Withdrawal

Parent(s)/Guardian(s) who wish to withdraw their child must give at least one month notice in writing (on or before the 1<sup>st</sup> of that month) before the actual withdrawal date. Otherwise, you will be required to pay an additional month's tuition. Any prepaid tuition for the committed period will be applied at a month-to-month rate. The application fee, enrollment fee, and any deposit payments already made are non refundable regardless of the reason or timing of the student's withdrawal or termination. No refunds will be given for absence from school regardless of the reason or timing.

**Termination**

Creative Minds CDC can suspend or terminate a student for violation of our Center policies and procedures, failing to make tuition payments on time, and/or severe misbehavior. Creative Minds CDC has the right to terminate any student's enrollment at any time for any reason if Creative Minds CDC decides it is in the best interest of the school and/or the student.

**Parental Visitation and Inspection Rights**

Creative Minds CDC has an open door policy; parents are welcome at any time. Please check in at the office before going to the classroom to visit. During visitation, parents should be respectful of the students' routines and programmed activities. There are observation windows available for each classroom to observe their children in natural classroom environments and interactions, without any interference.

**Licensing Agency (California Community Care Licensing) Rights:**

- ✓ To interview children or staff and to inspect and audit child or facility records without prior consent
- ✓ 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).

**Student Illness and Emergencies**

If a student becomes ill or sustains an injury more severe than a minor cut or scratch, Creative Minds CDC will isolate the student and notify the student's parents immediately. If a parent cannot be reached immediately, Creative Minds CDC will attempt to notify other emergency contacts. If neither a parent nor the emergency contact can be reached immediately or if the nature of the student's injury or illness is such that there should be no delay in getting medical treatment for the student, Creative Minds CDC will obtain the necessary medical treatment. This may include calling an ambulance at the expense of the student's parent or guardian.

**Extended Care & Holidays**

Extended Care is available from 7:00 AM to 8:15 AM and from 4:30 PM to 6:00 PM. There is no school on holidays and school breaks. No tuition adjustment will be made for holidays or school breaks.

**Arbitration of Disputes**

If you have a legal or other claim against Creative Minds CDC or any of its officers or employees which you have not been able to resolve through negotiation with Creative Minds CDC, including, but not limited to, any dispute arising from the attempt to enroll or the enrollment of your child in Creative Minds CDC, you agree by signing the Enrollment Application to submit the dispute to binding arbitration in accordance with the rules of the American Arbitration Association ("Association"). The arbitration will be conducted at the office of the Association closest to the school in which your child is enrolled. If space is not available in the office of the Association, then the arbitration will be held at a facility in reasonable proximity to the Association office.

**In order to guarantee enrollment, please sign this enrollment contract and return it to Creative Minds CDC along with the annual supply fee of \$150.**

By signing this enrollment contract, I agree to the terms and conditions set forth in the contract. I agree to abide by all Creative Minds CDC policies and procedures, including (but not limited to) those spelled out in the Parent Handbook, and to make all tuition payments when due. For the purposes of this contract, all policies and procedures that apply to a parent shall apply similarly to a guardian (or guardians).

Signature of Parent/Guardian	Printed Name of Parent/Guardian	Date
Signature of 2 <sup>nd</sup> Parent/Guardian	Printed Name of Parent/Guardian	Date

*Office use only:*

Received by \_\_\_\_\_ of Creative Minds CDC. Dated: \_\_\_\_\_