



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

Admission Contract

Please refer to attached addendums for Program and Tuition Schedules, Basic vs Optional Services, Modification conditions.

Student Information

Student Name		Date of Birth	Start Date
Program Selection: <input type="checkbox"/> Infant/toddler (2-24 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"/> Half Day <input type="checkbox"/> Full Day	Number of days per week <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2	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
Primary Contact 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. We honor diverse family structures, 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, including printed and online media. College students may also observe and/or photograph your child for strictly educational purposes. If you don't want us to use your child's videos and/or photographs for promotional or educational 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 and remains the same regardless of holidays or absences. After the 5th 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. After 5 late pick-ups in one calendar year, this increases to \$5.00 for every minute late. The Center will provide enrolled parents/guardians at least 30 days written notice prior to any 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 1st 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.

Pick-Up Times

All parents/guardians are expected to arrive by their scheduled pick-up time every day, including those on part-time schedules. Late pick-ups are subject to daily fees of \$1 per minute or higher according to the parent handbook.

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 for parents to observe their children’s 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.

Holidays

Creative Minds is closed on holidays and school breaks. No tuition change will be made for holidays or school breaks. Please refer to program website for the latest school calendar showing holidays and 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.

To guarantee enrollment, please sign this enrollment contract & return it along with \$200 non-refundable registration fee, \$285 non-refundable annual supply fee, & a non-refundable deposit of one month’s tuition. The one month tuition deposit due at the time of enrollment will be applied towards the 30 day notice period.

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 nd Parent/Guardian	Printed Name of Parent/Guardian	Date

Office use only:
Received by _____ of Creative Minds CDC. Dated: _____