

Child's Name: _____

Potential Start Date: _____



6043 Tampa Ave. Tarzana, CA 91356

Phone Number: 818.345.3002 ext. 2

TUITION AND POLICIES CONTRACT 2026- 2027

Preschool Program (Ages 2-5)
Full Time (7:30am - 5:30pm)

Transitional Kindergarten (Ages 4-5)
Full Time (7:30am-5:30pm)

Full Time Rates	5 days	4 days	3 days
Monthly	\$1600	\$1350	\$1150

Full Time Rates	5 Days only
Monthly	\$1620

Preschool Program (Ages 2-4)
Part Time (8:00am - 12:00pm)

Part Time Rates	5 days	4 days	3 days
Monthly	\$1340	\$1200	\$1000

ADDITIONAL FEES*

Initial Registration Fee Per Child (Payable at time of enrollment)	\$200
Annual Re-Registration Fee Per Child (Payable Each September).....	\$100
2 Year Old Supply Fee.....	\$35
3 Year Old Supply Fee.....	\$45
4 + Year Old &TK Supply Fee.....	\$55
Diaper and Potty-Training Fee <u>Monthly</u>	\$30
Summer Camp Packet Fee.....	\$25
Annual Earthquake Maintenance Fee (Payable each September).....	\$25
Extra Day Tuition.....	\$95
Extra Half Day Tuition.....	\$80

***All fees are nonrefundable.**

PAYMENT POLICIES

1. A 5% tuition reduction is given for the 2nd child. The 5% tuition reduction is made to the lower of the two tuition rates. A 5% tuition reduction will be given to active duty members currently serving in the United States armed forces.
2. All tuition is prepaid before service is rendered. Tuition rates are subject to change. Late fees will be assessed if tuition is not paid by the due date.
3. Monthly tuition is due by the 1st of each month.
4. A \$35 late fee shall be added each week to any outstanding balance until the balance is paid in full. This includes supply fees, registration fees and any other charges.
5. Payments must be made electronically via Tuition Express. There is a 3% surcharge if paid by credit card. No additional fees will be charged to any checking and/or savings account payments.
6. Any tuition balance that is outstanding for over ten (10) days may result in immediate dismissal of the child, and action in the forms of small claims, collection agency or other means. All court costs, attorney fees, and penalties shall be paid by the client to collect outstanding balances.
7. There is a \$35 service charge for all returned payments.
8. Parents may apply for financial assistance on an annual basis. All applications will be reviewed by our financial department.
9. In the event of a fire, earthquake, war, act of terrorism, epidemic, pandemic, governmental action or others act beyond the School's control that forces the School to close or suspend its educational programs, the School's duties and obligations will be suspended immediately (with notice if reasonably possible). If such an event occurs, the School's duties and obligations will remain suspended until such time as the School, in its sole discretion, may safely reopen or resume its educational programs. Online classes will be available when possible. Additionally, if such an event occurs, there will be no refund or cancellations of amount paid, and any unpaid balance will remain payable in full. Parents will be responsible for full tuition while the school remains closed.

PRESCHOOL POLICIES

REGISTRATION

1. Registration fees are due at time of registration, and each September thereafter.
2. Supply fees are payable at time of registration and each September thereafter.
3. Registration fees and supply fees are non-refundable.
4. All children must have a signed physician's health record on file.
5. Parents are required to provide current phone number, emergency information, and address at all times.

SCHOOL HOURS AND SCHEDULE CHANGES

1. Woodcrest Preschool is open from 7:30 AM to 5:30 PM and closes promptly. Children picked up after 5:30 PM will be charged a late fee of \$15 for every 15 minutes or portion thereof. On early dismissal days late fees will be charged at the early dismissal time.
2. **Part time is considered a total of four (4) hours. All part time children must be picked up by 12:00 PM.**
3. Daily schedule must be adhered to at all times. Class begins at 9:00 AM. Woodcrest Preschool students will not be allowed to enter the classroom after 9:30 AM. **Parents must schedule all late arrivals 1 day prior to being admitted after 9:30 AM.**
4. **All parents must fill out a change of schedule form 14 days prior to any change in schedule.** This includes addition of days, hours, etc.

SCHOOL HOLIDAYS

Tuition is due for holidays when Woodcrest Preschool is closed. There are no makeup days or trading days. Please see Important Dates document or Parent Handbook for dates that Woodcrest Preschool will be closed.

SICKNESS AND ABSENCE

1. Sick children will be sent home. Any child with a fever must be fever free for 24 hours before returning to school.
2. A two-week credit may be taken in any one school year (September-September). Absence credits are lost if not used during any one school year (September-September). Clients are eligible for absence credit after six (6) months of continuous enrollment.
3. All requests for absence credits must be made in writing to the director before a credit can be issued.

WITHDRAWAL FROM WOODCREST PRESCHOOL

1. A two-week notice of intention to withdraw from Woodcrest Preschool must be given to the director using the online withdrawal form.
2. Tuition will not be refunded unless two weeks prior notice is given using the online withdrawal form.

LOST ARTICLES

Woodcrest is not responsible for lost clothing or items. For your protection, label all of your child's clothing and items.

ADDITIONAL POLICIES

1. Children are accepted to the preschool on their own merit, regardless of race, color, or religion.
2. The director or any other staff member shall report to Social Services, as required by law, any suspicion of child abuse, sexual or otherwise, neglect or endangerment.
3. I give my permission for Woodcrest Preschool to use in any literature, advertising, or web site, any photo in which my child may appear.
4. Woodcrest Preschool holds the right, at its sole discretion, to dismiss any client or child whose activities are deemed detrimental to other children or the center itself.
5. Additional policies are contained in the parent handbook. Policies can change at any time by providing a posting of the policy 30 days before the change is implemented.
6. Our school has a dress code. Children must wear Woodcrest School Uniform (Woodcrest polo, appropriate pants or shorts, and closed-toe shoes) daily. Woodcrest apparel is available for purchase in the preschool office.
7. I have read and understand the policies listed above.

Child's Name: _____

Date of Birth: _____

Circle all that apply: 5 Days / 4 Days / 3 Days Full Time / Part Time Fully Potty Trained / Not Potty Trained

Parent's Signature: _____

Date Packet Returned: _____