

**Early Bird Preschool Learning Center, LLC**  
**120 Lindbergh St. Unit A San Mateo, CA 94001**  
**650.344.8295**  
**LIC 414004491**

**Enrollment Contract 2020-2021**

**Tuition Fee Schedule**

\*Please indicate tuition rate by checking the appropriate box.

Tuition Rates September 2019 – September 2020 (Current month to month option only.)

<b>Full Time Monthly</b>	\$1425 <input type="checkbox"/>
<b>Part time Monthly</b>	\$1125 (less 30 hours per week) <input type="checkbox"/>

Tuition Rates September 2020 – September 2021

<b>Full Time Annual</b>	\$17,170	\$17,170 <input type="checkbox"/> one time
<b>Full Time Semi Annual</b>	\$17,595	\$8,797.50 <input type="checkbox"/> bi-annual
<b>Full Time Monthly</b>	\$18,000	\$1,500 <input type="checkbox"/> monthly

<b>Part time Annual</b>	\$13,570	\$13,570 <input type="checkbox"/> one time
<b>Part time Semi Annual</b>	\$13,995	\$6,997.50 <input type="checkbox"/> bi-annual
<b>Part time Monthly</b>	\$14,400	\$1,200 <input type="checkbox"/> monthly

**Quick Facts:**

- No additional fee for potty training.
- Full time includes extended care hours 7am-6pm.
- Part time based on 30 hours or less per week.
- Semi Annual or Annual tuition, less the deposit, are due on or before student's first day of school. Please refer to late tuition policy for further details.
- No additional enrollment fees.

## Tuition Policy

- At the time of enrollment, first month's tuition is due in full along with all necessary registration forms in order to secure your space on the roster. The deposit is non-refundable, and we do not prorate at any time for any reason.
- Tuition is due in full on the 1st of every month for the current month.
- A late fee of \$20.00 will be applied for every day after the 5th of each month
- Failure to pay tuition in full by the 10th of each month will result in daily suspension of your child until all fees to date are paid. If tuition and late fees are not paid by the end of the month, your child will lose their place in the roster and you will need to re-enroll.
- At the time of registration, tuition fees will be determined based on your needs. Please adhere to your selected times so we can provide adequate staffing at all times. If you need to alter your drop off or pick up times on one off basis, please notify the school 24 hours ahead of time whenever possible. All children must arrive to school at or before 9 am every day. At 9 am we break into curriculum and it is disruptive to the program, staff and class if children are arriving during curriculum.
- Late pick up fees: For students who are picked up after 6pm, a late fee of \$5.00 for every 5 minutes will be due to the teacher in cash upon arrival because staff will be on their own time after 6pm. More than 3 unpaid late fees in one month will result in daily suspension of your child until all late fees to date are paid. Late pick up 5 times in one month will result in one day suspension in addition to the fees. The reason for this policy is threefold; one – you and your children deserve an appropriate work-life balance, two – our operating hours inside the church are from 7 am – 6 pm and we are not to be on the premises outside of those times, three – our staff also deserve a healthy work-life balance and should not be required to work beyond their designated shifts. We understand that emergencies happen, those are an exception.
- Part time students – If you occasionally require additional time before or after your scheduled pick up or drop off times, please notify us at least 24 hours prior when possible, pending emergencies. The fee is \$50.00 per each additional hour, which will be due on the 1st day of the following month along with that month's regular tuition.
- Drop in rates: 5 hours or less per day \$75, full day \$100. Drop in does not qualify as enrollment on the roster. Exceptions and restrictions apply. Contact school for drop in availability.
- Vacations: We do not prorate for vacations. Tuition must be paid in full every month to maintain enrollment status. If you un-enroll your child for a period of one month or more, you will be required to pay a re-enrollment fee equivalent to one-month tuition. Once un-enrolled, a student is not guaranteed to re-enroll. Enrollment is available year-round on a first come first serve basis.
- If you wish to remove your child from our school, you are required to provide a 30-day written notice. We do not prorate at any time for any reason for mid-month removal of your student. Remaining annual or semi-annual prepaid tuitions will be returned 30 days after last day of student's last month, less one-month tuition.
- If your child is asked to be removed from our center due to repeated behavioral issues, you will not be refunded any portion of that month's tuition. See behavior policy pg 13.
- We do not prorate at any time for any reason.

**Enrollment and Payment Process Overview:**

\*Enrollment is first come first serve. Enrollment occurs year-round. Waitlist is not used for guaranteed enrollment. Deposit is required to ensure enrollment.

1. Contact for Open House or Private Tour opportunities, waitlist is for families in queue for a tour or if we are at capacity.
2. Schedule an Open House (\$10 pre-sale rsvp/\$15 at door) or private tour. (\$15)  
\*fees are for adult visitors, children are free
3. Complete enrollment forms: Signature page of parent handbook (retain handbook for your reference), State forms, Media Release, BW contact info, Enrollment Contract. Forms accepted via email or hard copy.
4. Pay one-time deposit equivalent to first month tuition. Deposit is non-refundable, applied toward first month of attendance.  
\*Enrollment forms not accepted without deposit.
5. Schedule play dates for your child prior to start date.

\*Annual tuition due by student's start date.

\*Semi-annual tuition 1<sup>st</sup> payment installment due by student's start date.

\*Monthly tuition billed on the 1<sup>st</sup> of each month.

I have read and agree to the policy and terms above.

Desired Start Date \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

1. Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\**Deposits.* Cash or check payable to Early Bird Preschool. Venmo @ GCCasey Early Bird Preschool.

\**Tuition.* Invoice and payment options via Brightwheel. Venmo, cash, check accepted.