



One Stop Learning Center Admissions Agreement

(408)833 8654
20920 McClellan Road,
Cupertino

Student Name: _____

I have carefully read, understood, and have initialed each of the following terms and policies:

Non-refundable Registration Fee & Non-Refundable Snack & Materials Fee

A One-time non-refundable registration fee of \$75, and an Annual non-refundable snack/materials fee of \$125 is due at the time of registration. The snack & materials fee shall cover daily snacks served and materials used for instruction throughout the year. This fee does not include Foreign Language material. If you do NOT re-register your child before the cut-off date, you will have to pay a re-registration fee for the next school year.

Monthly Fee and Sibling Discount

ONE STOP LEARNING CENTER fee structure is based on a 10-month system. The daily rate is multiplied by number of school days & divided by 10 to arrive at a fixed monthly fee. The fee for August & June is equivalent to a half-month fee. All other months (including December, February, and April) are equal payments. If you join/leave mid-month, fee calculations will be made on a daily rate basis. Any refund for short-term absence (see below) will also be based on a daily rate basis. Siblings are given a 10% discount.

Deposit

To secure your child a place in our school, a deposit is required. The deposit amount will be paid when a parent registers for the program and the deposit amount will only be deducted from the last month that your child will attend the program. The deposit amount is non-refundable and is used toward your last month's tuition.

Transportation Fee

Transportation fee is in addition to the monthly fee. You will need to sign a separate transportation agreement with the pick-up provider.

Lunch & Snack, Allergies/Medication

Students will be served nutritious snacks daily. Early bird KG are required to bring their own lunch daily. Children are NOT allowed to administer medication at school by themselves. Please advise us if your child has allergies and provide us with written Doctor instructions in a medical release form. Medication must be in its originally labeled packaging.

Sick Child & Head Lice

Please do NOT send a child to school if they are sick/contagious. If upon arrival at ONE STOP LEARNING CENTER, we find that your child is sick, you will be notified and asked to pick him/her up immediately. Children with a fever should only return to ONE STOP LEARNING CENTER after they have been free of fever for at least 24 hours. If we find that your child has head lice, you will be asked to pick up your child, and treat them immediately. Please send your child to ONE STOP LEARNING CENTER when they are completely nit-free for at least 24 hours. Each child will be inspected upon return.

2021-2022 Optional Holidays (includes Staff Learning Days)

There will be an additional fee of \$40 per day if you bring your child from 9:00am-2:30pm during non-student day/Staff Learning Days. There will be NO sibling discount for these charges. There is no extra charge for a child arriving from 2:30pm-6:00pm.

Photo/Video Release

We take photos & videos of ONE STOP LEARNING CENTER children at events throughout the year to be shared with other ONE STOP LEARNING CENTER & prospective parents.

___ **Email Release**

ONE STOP LEARNING CENTER will share your email address if another ONE STOP LEARNING CENTER parent asks for your email address to send a birthday or play date invitation.

___ **Pick-up Authorization & Sign Out**

Students will ONLY be released to authorized pick up individuals. Please ensure your list of authorized individuals is up to date. To authorize an EXCEPTION pick-up by an individual who is not listed here, parents are required to send information about the individual via email. Identification will be requested from the individual who comes to pick up the child.

___ **Late Pick-Up**

Parents need to pick up their child no later than 6:30pm. If a child is picked up later than the scheduled pick-up time, parents shall be assessed a fine of \$1.00 per minute for each minute after the scheduled pick-up time. Please notify us if you expect to be late. Notification will NOT waive late fees. Habitual late pick-ups may result in cancellation of admission.

___ **Late Monthly Payment, Returned Checks**

Monthly fees are due on the 1st of the month and should not be received later than the 5th of the month. There will be a late fee of \$20 if the fees are received on or after the 6th of the month. Any fees received on or after the 11th of the month will incur a late fee of \$40. In the event of returned checks, there will be a \$25 fine per check to be paid with the next month's fees.

___ **Change of Fees**

ONE STOP LEARNING CENTER is obligated to give parents a 30 days' notice for any increases in fees.

___ **Short-Term Absence, Changes in Program, Changes in Days Selected.**

Parents are required to give a 2-Week Notice in writing if they would like to take Short-Term Absence. There will be no refund given for absence from the program for less than two consecutive weeks (excluding holidays). Refund is based on a daily rate system (see above). Any Change in Program between 3-day, 4-day, or 5-day, will be effective on either the 1st or the 15th of the month. Please provide at least a 1-week written notice for any change in days selected for 3-day or 4-day programs. Any last-minute changes cannot be accommodated.

___ **Loss of Personal Property**

ONE STOP LEARNING CENTER is not liable for loss of any personal property. Please do NOT send personal toys, supplies or electronic gadgets to school.

___ **Termination Conditions**

IMMEDIATE: Center may terminate Child's enrollment in Center's program effective immediately upon written notice to Parent of such termination, if any of the following conditions arise:

1. In the sole judgment of the Center Director, Child's behavior threatens the physical or mental health or well-being of one or more of the other children at the Center;
2. Parent is hostile, uses profane language, is verbally or physically abusive or threatening to staff or clients of the facility;
3. Any payment owed by Parent to Center is not paid within one month after such payment is due;
4. Child is picked up late more than three (3) times during any month;
5. Parent fails to pick up child promptly when a notified child is ill;
6. Non-cooperation of Parent. Parent refuses to comply with agreed-upon plan of action relating to child's behavior.

TWO-WEEKS NOTICE: Center may terminate Child's enrollment in center's program effective upon two-week written notice to Parent if any of the following conditions arise:

1. Any of the conditions listed under Section above, provided that Center has not exercised its right to terminate Child's enrollment immediately;
2. In the sole judgment of Center's Director, Center's program does not meet the developmental or special needs of the child.

___ **Bullying, ZERO Tolerance & Termination of Agreement**

ONE STOP LEARNING CENTER has a "Zero Tolerance" policy towards bullying. Parents will be called to resolve the situation immediately. ONE STOP LEARNING CENTER has the right to immediately suspend a child for unsatisfactory conduct/disruptive behavior. Such behavior includes but is not limited to hitting, serious aggression to other students, carrying weapons, damaging property, theft, threatening acts, or dangerous act of driving.

___ Serious Medical Condition & Termination of Agreement

ONE STOP LEARNING CENTER reserves the right to terminate an admission if they encounter a medical condition beyond the expertise of the program.

___ *I am aware of the possible exposure to COVID-19 and willing to send my child to the in-person after school.*

Parent/Guardian Signature _____ Print name _____ Date _____