



Registration & Admission Agreement 2024-2025

August 19, 2024 – June 6, 2025

New Student Re-enrollment

Start Date: _____

Student Information

Student's Name (First, Middle, Last): _____

Date of Birth: _____ Birthplace: _____ Gender: Male Female

Does student have allergies? No Yes: _____ EpiPen required? No Yes

Does student have any dietary restrictions? No Yes. Please specify: _____

Parent/Legal Guardian Information

Father/Guardian: _____ Mother/Guardian: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

Employer: _____ Employer: _____

Occupation: _____ Occupation: _____

Marital Status: Married Divorced Separated Single Widowed

Student Resides With: Both Parents Father Mother Guardian Split Custody

Billing Address: Both Parents Father Mother Guardian Other

Program Selection (check all that apply)

Schedule Selection:

- Half Day (9:00am - 12:00pm)
- Extended Day (9:00am - 3:00pm)
- Full Day (9:00am - 5:30pm)

Days of Attendance:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Supplemental Services:

- Early Drop Off (8:00am - 9:00am)
- Hot Lunch Program

*****Admission Agreement*****

In this agreement between Gateway Preschool Academy (herein after referred to as GPA) and the parents or guardian of the student listed herein, we hereby enroll this student under the following terms and conditions. Place your initials in highlighted sections.

1. **Early Drop Off** is offered from 8:00 am to 9:00 am daily at an additional daily fee of \$5/day. Monthly fees are available (refer to the Tuition Schedule). Any child who arrives earlier than 9:00 am without advance notice will be automatically enrolled in the Early Drop Off service with a \$5/day charge. _____ (initials)
2. **Start-Up Fees:** a \$200 Registration Fee, \$45 Materials Fee, and \$100 Deposit is collected for new students and is due upon enrollment. This fee allows GPA to secure a placement for my child. If we decide to withdraw our child at any time and re-enroll, the registration and deposit fees must be re-paid to reinstate our child and enrollment will be contingent upon space availability. Registration & Deposit fees are collected annually for returning students. _____ (initials)

3. **Monthly tuition rates** are computed yearly, over a 9¼ month (38 weeks) school year period. It is divided into monthly installments for ease of payment except as follows: August & September are combined into one monthly tuition and June is collected at ¼ of the monthly rate. All scheduled holidays, in-service days and school breaks have been factored in and deducted from the monthly tuition amount. Tuition is unconditional and non-adjustable. In no case will credits or refunds be given for absences due to illness or travel. Because GPA has limited enrollment and fixed operational costs, tuition fees are based on the child’s enrollment contract in the program, and not on their attendance. _____ (initials)
4. **Monthly tuition payments** are due on the 1st of the month, unless otherwise stated. We agree to pay the tuition according to arrangements made (check payable to “Gateway Preschool Academy” or electronic fund transfer via Zelle to: learning@gateway-academy.org). Tuition that remains unpaid after the 5th of the month is considered late. A late fee of \$25 will be assessed on the 6th of the month. If payment is not received by the 10th of the month, our child may not return to school until the tuition balance is paid in full. A \$25.00 fee will be charged for a returned check. _____ (initials)
5. **Plan to withdraw:** We must give Gateway Preschool Academy 30 days notice if we plan to withdraw our child prior to the last day of school (June 6, 2025). Notification must be given to the office in writing. School fees are payable for 30 days following notification of withdrawal. All outstanding debts must be paid upon withdrawal. _____ (initials)
6. **Vacation Credit:** Our child is entitled to a ONE 5-day vacation (with 25% monthly tuition discount) after being enrolled for 6 months or ONE 10-day vacation (with 50% monthly tuition discount) after being enrolled for 12 months. These are not cumulative and will start over with the new school year. They must be taken in a one or two week time frame and not a day or two at a time. We need to submit a written request (email or Procure text message) 30-days before the vacation starts to qualify. If the vacation is longer than 2 weeks, we have the option to withdraw our child from the program and re-enroll. If this occurs, #2 of this Agreement will be re-applied and re-enrollment is contingent upon space availability. _____ (initials)
7. **Sign In/Out:** A FULL signature by a parent or authorized guardian is required on the Procure App to sign our child in and out each day. A \$5 fee will be charged per incident for incomplete or missing signatures. GPA is not liable for my child prior to being signed in or following sign out. _____ (initials)
8. **Late Pickup Charge:** We understand that if our child is not picked up by 12:00pm (half day), 12:20pm (half day student staying for lunch), 3:00pm (extended day), or 5:30pm (full day) there will be a late pickup charge of \$10.00 for the first 10 minutes, and \$1 per minute thereafter. The sign-out time is determined by what is captured on the electronic sign in/sign out Procure app. A call to notify late pickup does not absolve payment. My child will not be released to any unauthorized persons without prior written notification. _____ (initials)
9. **Failure to Pick Up Child:** We understand and agree that failure to pick up our child may result in our child being turned over to Child Protection Services of Santa Clara County. We understand and agree that this is a legal right of Gateway Preschool Academy under the California State law and applies to: a) If my child is not picked up within one hour from when we are called due to sickness, injury or misbehavior; b) If our child is not picked up within one hour after closing of the business day. _____ (initials)
10. **GPA Linen Usage (applies to children enrolled in Extended & Full Day programs):** If we forget to bring clean linens at the beginning of our child’s school week, a GPA spare cot sheet will be provided for my child during nap time. We will be billed \$1/day to cover the cost of maintenance. _____ (initials)
11. **Liability:** We, the parent/guardian as indicated and signed below, give permission for our child to take part in all activities and play equipment. In doing so, we will absolve Gateway Preschool Academy, its agents and employees, from liability, including personal injury, property damage, or wrongful death, due to any injury incurred to our child during any school activity. _____ (initials)
12. **Photographs:** We authorize GPA to use photographs of our child in school-sponsored publications (i.e. newsletters, brochures, websites, handbooks). A child’s identity (name, age) shall never be provided in said publications. _____ (initials)
13. **Emergency Medical Treatment:** We hereby authorize and grant Gateway Preschool Academy administrators/staff limited power of attorney for the sole exclusive purpose of providing for and authorizing, on our behalf, emergency treatment for medical conditions that may arise and for which we may not be available. We further agree to absolve Gateway Preschool Academy of any and all liability that may arise from their use of such emergency services. _____ (initials)
14. **Rights for Licensing Agency:** The State of California General Licensing Requirements, Section 101 195(b) and (c) state that the Department of the Licensing Agency shall have the authority to interview children, staff and inspect and audit child or center records without prior consent. The Department of Social Services shall have the authority 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). _____ (initials)
15. **Compliance with Parent Handbook:** We understand and agree that enrollment is not complete. Final enrollment is conditioned upon parent/guardian compliance with all policies, rules and regulations of GPA as stated in the Parent Handbook. We further understand and agree that compliance with all current and future policies, rules and regulations of GPA is a condition of continued enrollment. Students are subject to dismissal from GPA for student or parental violation of any current or future policies, rules or regulations of GPA. _____ (initials)

Parent/Guardian Signature: _____

Date: _____