

# SHALOM SCHOOL

## PARENT AGREEMENT TERMS & CONDITIONS OF ENROLLMENT

KESHET (TODDLER 15-24 MONTHS) / CHAVERIM/PARPARIM (OVER 2 YEARS OLD)

Please retain a copy of this document for your records

Family Name: \_\_\_\_\_

These Terms and Conditions and the Shalom School Program and Payment Option Schedule for the current school year are part of this Parent Agreement between Shalom School and you, the parent(s) or guardian(s) listed in the Parent Agreement. This Parent Agreement must be signed by the PARENT(S)/LEGAL GUARDIAN(S) and returned to the Shalom School office. The Parent Agreement is in effect when it is signed and accepted by the Head of School.

**Enrollment:** By signing this Parent Agreement, you are enrolling each student listed in this Parent Agreement in Shalom School's Toddler Program. Shalom School does not make any guarantee of student placement in a particular program or class. Placement is contingent upon the child's developmental readiness for the next class level as well as enrollment and staffing considerations.

**All deposits and registration fees are non-refundable. If a family submits a deposit to hold a toddler spot and then makes alternative plans, Shalom School will keep the deposit of one month of tuition and the registration fee. Following a student's first day of program attendance, a written thirty (30) day notice is required to withdraw from the program and terminate this Parent Agreement. Families will be charged for tuition for thirty (30) days from the initial notice that is given. Re-enrollment of a withdrawn student is not guaranteed. Upon withdrawal, students must reapply for admission and acceptance of the student is at the sole discretion of the Shalom School administration.**

**Delivery of Parent Agreement and Initial Payments:** You agree to comply with the Terms and Conditions and to pay program costs and fees as set forth in this Parent Agreement. For each student, you must pay the following non-refundable amounts to Shalom School with the Parent Agreement:

- A non-refundable deposit (equal to a full month of tuition)
- A one-time non-refundable registration fee

Program costs and drop-in fees for these programs are listed on the Program and Payment Option Schedule incorporated by referenced and attached hereto.

**Tuition:** As stated on the Program and Payment Option Schedule, Shalom School offers various payment options and discounts on tuition amounts. Please indicate on this Parent Agreement form which payment option you select for each student's tuition.

If you have more than one child enrolled at Shalom School, you are entitled to receive a multi-child discount on the lowest tuition as stated on the Program and Payment Option Schedule.

Shalom School shall give at least (30) thirty days prior written notice of any program rate changes. (Authorized by the State of California - California Code of Regulations - Title 22 - Social Services - Division 12 - Child Care Facility Licensing Regulations - Section 101219)

All invoices from Shalom School for program costs, tuition, fees, and/or other charges are due by the first (1<sup>st</sup>) of each month and are delinquent if not paid in full by the twentieth (20<sup>th</sup>) of each month. Delinquent payments will incur a minimum service charge of \$25.00 or 1.5% of the total account balance due, whichever is greater. If any portion of your account becomes past due, the entire invoiced balance plus any un-invoiced tuition charges remaining due on your contracted amount will become due and payable in full. If your account becomes more than thirty (30) days delinquent, Shalom School may require that you pay tuition via automatic withdrawal from your bank account. You will be responsible for any fees assessed by your bank for automatic withdrawal. Student enrollment and attendance at Shalom School is conditioned upon timely performance of your obligations as stated in this Parent Agreement. If payment becomes delinquent during the school year, Shalom School reserves the right to deny attendance to a student until the account related to that student is made current.

**Force Majeure:** Shalom School's failure to perform any term or condition of this Agreement as a result of conditions beyond its control such as, but not limited to war, fires, floods, acts of God, epidemics, governmental restrictions, power failures and/or damage or destruction to the school facilities shall not be deemed a breach of this agreement.

**Parent Handbook:** By signing this Parent Agreement, you acknowledge that you have access to the electronic Shalom School Parent Handbook and agree to abide by the policies and procedures listed in the handbook and all other applicable policies. Shalom School reserves the right to change its policies and procedures at any time.

**Emergency Form and Immunizations Required:** Children enrolled in Shalom School must have a current Emergency Form and up-to-date immunizations on file. Your child will not be allowed to begin attending Shalom School until the complete and signed Emergency Form and a record of up-to-date immunizations have been filed with the school office.

**Expectations for Student Progress:** Student enrollment at Shalom School is conditioned upon the student's regular attendance and achievement of developmental milestones. Shalom School's staff is dedicated to helping each student achieve to the best of his or her ability but makes no guarantee about outcomes. Without terminating your obligation to pay the tuition and other fees required, Shalom School reserves the right at our sole discretion to dismiss a child for poor attendance, unsatisfactory progress, or if we do not have adequate expertise or resources for the child's educational, medical, or other needs (subject to applicable regulatory requirements).

**Conduct:** Shalom School expects students and parents to conduct themselves in a manner consistent with the behavior standards of the School. Without terminating your obligation to pay the tuition and other fees required, Shalom School reserves the right at our sole discretion to suspend or dismiss a child for inappropriate behavior by the student or parent, for violation of our policies and procedures, or for any reason we determine to be in the best interest of the School. At our sole discretion, suspension or dismissal may be with or without notice.

**Department of Social Services:** The Department of Social Services has the authority (at any time) to interview a student or staff member, to inspect the facility, to copy student files and/or audit a student's records or Shalom School's records, without prior consent. (Authorized by the State of California - California Code of Regulations - Title 22 - Social Services - Division 12 - Child Care Facility Licensing Regulations - Section 101200)

**Parent Participation:** Parent Participation is an important part of Shalom School. You agree to comply with the Parent Participation Program and to contribute at least twenty-five (25) Parent Participation hours (per family) during the school year. Parents who fail to complete their Parent Participation hours must pay Shalom School \$15.00 per hour for each hour not volunteered prior to the end of the school year. The Shalom School year runs from July 1 to June 30. If you begin after July 1, your parent hours will be prorated based on three hours per month.

Initial \_\_\_\_\_

**Authorizations:** By signing this Parent Agreement, you grant the following authorizations regarding each student in your household who attends Shalom School:

- for that student to participate in school activities on site. Parents/Legal guardians further agree to indemnify and hold the School, its agents, representatives or employees harmless for any injuries or damages sustained by their children while under the care and supervision of the School unless the injuries and damages are the result of willful misconduct or gross negligence.
- for that student to be photographed or recorded for use in the Shalom School yearbook, in Shalom School recruitment or marketing materials (including but not limited to the Shalom School website), for educational purposes, or in stories on Shalom School by newspapers, radio and TV stations, or other social media.

**Contributions:** As in virtually all independent schools, program payments cover only about 80% of the actual costs. Shalom School’s Annual Campaign and other fundraising efforts help make up the difference.

All families at Shalom School are expected to make a **meaningful contribution** to the Annual Campaign -- meaningful within each family’s means. If you would like to make your commitment now, please inquire in the Shalom School office regarding a contribution form or make your donation online at [www.shalomschool.org](http://www.shalomschool.org). Annual Campaign contributions are, generally speaking, tax deductible; you should consult your tax advisor to confirm that they are deductible for you.

**Entire Agreement:** This Parent Agreement supersedes all prior agreements between you and Shalom School regarding the subject matter of this Parent Agreement. No provision of this Parent Agreement may be modified or waived, except with the express written consent of an authorized representative of Shalom School. The enrollment of each student covered by this Parent Agreement is effective upon signature by you and by the authorized representatives of Shalom School. This is a binding agreement, including your obligation to pay Shalom School for tuition, fees, and other charges. In the event of a payment delinquency by you, Shalom School will be entitled to collect reasonable costs of collection, including attorney fees, from you.

By signing this agreement, I/we attest that I/we have read, understand and agree to abide by the above terms and conditions, including the obligation to pay Shalom School all charges for tuition and fees, and in all events to be responsible for the financial obligations of my/our children.

**Student(s) Information:**

Student #1: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Program: \_\_\_\_\_

Please circle:        Male                      Female

Circle payment option: (A) EFT (B) Credit Card (C) Check    For Chaverim/Parparim Only    Three Half Days    Five Half Days    Five Full Days  
Please circle program option:    MWF 9:00-12:30    M-F 9:00-12:30    M-F 7:30-6:00

**Please see the Program and Payment Option Schedule**

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Student #2: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Program: \_\_\_\_\_

Please circle:        Male                      Female

Circle payment option: (A) EFT (B) Credit Card (C) Check    For Chaverim/Parparim Only    Three Half Days    Five Half Days    Five Full Days  
Please circle program option:    MWF 9:00-12:30    M-F 9:00-12:30    M-F 7:30-6:00

**Please see the Program and Payment Option Schedule**

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Student #3: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Program: \_\_\_\_\_

Please circle:        Male                      Female

Circle payment option: (A) EFT (B) Credit Card (C) Check    For Chaverim/Parparim Only    Three Half Days    Five Half Days    Five Full Days  
Please circle program option:    MWF 9:00-12:30    M-F 9:00-12:30    M-F 7:30-6:00

**Please see the Program and Payment Option Schedule**

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Parent/Guardian #1 Name: \_\_\_\_\_ Parent/Guardian #2 Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_ City, State and Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email address: \_\_\_\_\_

\*\*\* All monthly tuition statements will be emailed. Hard copies may be provided by the Business Office upon request.

**Deposit/registration fees are non-refundable. A written (30) thirty day notice is required to withdraw from the program and terminate this Parent Agreement.**

Parent/Guardian #1 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian #2 Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTED**

\_\_\_\_\_ Date: \_\_\_\_\_

Nancy Leaderman, Head of School