



# Oak Tree Academy

## Registration Agreement

I, \_\_\_\_\_, hereby register my child, \_\_\_\_\_, for enrollment in Oak Tree Academy and agree to the following fees and payment terms.

**Registration Fee:** A no-refundable registration fee of \$100 is due and payable at the time of registration and yearly hereafter.

I am enrolling my child in the following program(s):

_____ 5 Full Days	_____ 5 Half Days
_____ 4 Full Days	_____ 4 Half Days
_____ 3 Full Days	_____ 3 Half Days
_____ 2 Full Days	_____ 2 Half Days

My child's birth date is \_\_\_\_\_ so he/she best qualifies as a:  
\_\_\_\_\_ Infant/Toddler \_\_\_\_\_ Two year old \_\_\_\_\_ Preschooler \_\_\_\_\_ Grade K

My child will be attending from \_\_\_\_\_ o'clock to \_\_\_\_\_ o'clock.

If there is an inadequate number of children enrolled, a program may be eliminated. For each program we need a minimum of 6 children per day.

**Tuition and Fees:** Fees are to be paid on the first of each month.

There is a \$10 penalty for any payments made after the first. There is a \$25 charge plus all bank fees for any checks returned for insufficient funds. No refunds will be made unless approved by the Academy Board. Late pickup will result in fees of \$1 per minute. There is an annual fee of \$25 fee to cover field trip materials and transportation costs. Children who attend our private kindergarten will be charged a materials and book fee.

**Meal Fees:** All meals/snacks are included for children attending the Full Day program. Breakfast or lunch is offered to children attending the Half Day program for a fee of \$5 per day. Please sign up early as there is limited available seating and child/teacher ratios must be properly staffed.

Forms and Procedures: Parents agree to supply Oak Tree Academy with the necessary forms to register and enroll their child.

Parents agree to sign their child in and out every day they attend, along with the times they drop off and pick up, and they agree to notify the office in writing when another authorized person will be picking up the child.

Parents are expected to be prompt at release times for the child. If unsure of the time, check with your child's teacher or the Director. I agree to comply with these times and will pay any late fees occurred by the end of the month.

Oak Tree Academy is licensed by the Department of Social Services of the State of California and that agency has the right to perform the duties specified by law, including visits to the school site and the checking of any and all records.

I understand that if the days, times or program of my child's enrollment changes, my tuition fee may change. I understand that if I wish to change any aspect of my child's enrollment, *I must give 2 weeks written notice to the Director.* A new Registration Agreement may need to be completed as well. Oak Tree Academy may terminate the agreement if the parents fail to comply with any of its provisions.

I understand that I am responsible for payments on the days that my child may not attend and that there is no reimbursement for vacations, holidays or illness. I understand that Oak Tree Academy will be closed for the following Holidays, Staff Development days and Vacations and I am not entitled to a credit for these days:

New Year's (2 days)  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day

Labor Day  
Veteran's Day  
Thanksgiving (2 days)  
Christmas (2 days)

Oak Tree Academy will also be closed 4 days per year for staff trainings. These dates will be announced as soon as they are scheduled.

Based on my individual enrollment plan, I agree to pay a monthly fee of \$\_\_\_\_\_ using either a personal check, money order or cashier's check.

\_\_\_\_\_  
(Parent or Guardian Signature)

\_\_\_\_\_  
(Parent or Guardian Signature)