



# Open Arms Playgarden

ENROLLMENT FOR 2025-2026 SCHOOL YEAR

## Admission Agreement

Dear Parents,

**Please read, initial/sign, and return this agreement in order to complete enrollment.**

The following is an agreement made between Open Arms Playgarden, Inc. and the Parents/Guardians of the enrolling child/ren.

Open Arms Playgarden, Inc. is a preschool program offered to children ages 2-6 years, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

\_\_\_\_\_  
Initial

There is an annual application fee of \$75 and an annual materials fee of \$150. The fees are payable at the time of enrollment and each re-enrolling year thereafter.

\_\_\_\_\_

To complete enrollment, a full month tuition deposit is due to hold a place for your child and will be applied towards the last month of enrollment. This deposit is non-refundable.

\_\_\_\_\_

A written one calendar month notice is required for ending your child's enrollment and for any schedule changes to the days your child is attending school.

\_\_\_\_\_

Parents will be given at least a 30-day notice of intent to increase tuition. \_\_\_\_\_



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My child \_\_\_\_\_ is enrolled with Open Arms Playgarden for the 2025-2026 school year.

To calculate your monthly tuition for your child’s schedule:

- Attending 3 Mornings/week monthly cost \$765
- Attending 4 Mornings/week Monthly cost \$1,040
- Attending 5 Mornings/week Monthly cost \$1,300

Afternoon Care: Monday, Tuesday, Wednesday and Thursday available.

12:45pm to 3:30pm: Monthly cost of \$140.00 per afternoon

### My Monthly Tuition: \$

Tuition is due on the 1st day of the month, including weekends and holidays. A late fee of 15% will be applied to all payments made after the 3rd day of the month. Accounts are considered delinquent after the 10th day of the month. By signing this application, you agree to pay your child’s tuition in full each month. Please make checks payable to Open Arms Playgarden, Inc.

\_\_\_\_\_  
Initials

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8:15-12:45					
Afternoon 1-3:30					Afternoon Care Not Available on Fridays

Payment is due even in the event that unforeseen circumstances--local, national, or health related--should occur (i.e. closure due to fires in Sonoma County).

We realize that occasionally an emergency will arise preventing you from picking up your child on time at the end of the day. We hope it will not happen. If it does, we sympathize with you. Nonetheless, there is an automatic, non-negotiable late fee of \$15.00 per each 15 minutes, or partial increment of 15 minutes, which will be charged. Three such tardies could result in suspension of child care privileges for your child.



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I have received a copy and read:

- The Parent Handbook
  - I understand the Drop-Off and Pick-Up Procedures
  - I will sign my child in and out of Playgarden as required by law
  - I have received a copy of the daily rhythm of the program
- Open Arms Playgarden will provide nutritious snacks and lunch.
- I will be responsible for checking the school calendar posted on the website at [www.openarmsplaygarden.com](http://www.openarmsplaygarden.com)
- I will make a best effort to attend the Parent Meetings held periodically through the school year. These meetings are intended to support you as parents and community members.
- I have read and understand Open Arms Playgarden's policy on Health and Illness and dispensing medications at school
- I have read and understand Open Arms Playgarden's policy on Discipline
- I understand that spanking is NOT allowed on school grounds, not inside the building nor in the parking lot. Open Arms Playgarden views corporal punishment as a violation of a child's rights and is never allowed.

Open Arms Playgarden can request that a child be withdrawn from the program if the parents/guardians do not maintain the Admission Agreement. Application fees, materials fees, and tuition payments are all non-refundable.

Parents or guardians will notify Open Arms Playgarden immediately of **ANY** changes to your phone number, email, address, job change location, etc. It is imperative for the safety and well-being of your child that we know how and where to locate you at all times.



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Parents are welcome to visit/observe at Open Arms Playgarden during the school day please schedule with the director. We ask that you make every effort to not allow your presence in the classroom to disrupt the children’s work/play time, or the teacher’s responsibilities to the children.

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As designated by law in the State of California, the Licensing Agency of Child Care Centers reserves the right to interview staff or children, and to inspect and audit records without prior consent. They furthermore reserve the right to observe the physical condition of any child when said conditions indicate abuse or neglect, and have a licensed medical professional physically examine the children when deemed necessary for the health, safety, and welfare of the children.

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Open Arms Playgarden, Inc. reserves the right to dismiss a child who is not suited to our individualized program, is not benefitting from the playgarden environment, who exhibits behavior patterns we are not equipped to handle, or whose behavior is at the expense of the health and safety of the other children in our playgarden, at any time. The amount of notice given for dismissal will be in relation to the severity of the behavior. Every effort will be made to work with the child and family to correct the situation before dismissal is considered, however the health and safety of the other children enrolled will be our primary concern.

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I have received and read the Admission Agreement and the supplemental materials as stated herein. My signature below confirms my agreement to all the terms and conditions set forth in both the Admission Agreement and all supplemental materials referenced.

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Parent or Guardian Signature

Date

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Owner/Director’s Signature

Date