

Yang Fan Preschool Admissions

Young Preschool 2-3 * Preschool 3-4 * Pre-Kindergarten 4-5

Please note that the Admission Forms will NOT be accepted on the same day as the child starts.

NEW STUDENTS

All forms (including the Physician's Report (LIC 701) must be completed and returned to the Preschool office **BEFORE** your child can attend Yang Fan Preschool. **Please note that the Physician's Report (LIC 701) requires your prompt attention.** Please be sure to allow your child's pediatrician sufficient time to complete and return the form to you before your child's start date with the Preschool. These forms are required by the State of California Licensing Division.

RETURNING STUDENTS

If you are a current family and re-enrolling for the new school year, please complete the Preschool Enrollment Form and the Admissions Agreement only; all other forms listed below are already part of your child's file.

- Yang Fan Preschool Enrollment Form
- Yang Fan Preschool Admissions Agreement
- Copy of Immunizations or Blue Shot Card
- Receipt of Notification of Personal Rights (LIC 613A)
- Consent for Medical Treatment (LIC 627)
- Identification and Emergency Information (LIC 700)
- Child's Preadmission Health Evaluation – Physician's Report (LIC 701)
- Child's Preadmission Health History – Parent's Report (LIC 702)
- Receipt of Notification of Parents' Rights (LIC 995)
- Nebulizer/Inhaled Medications, if applicable to your Child (LIC 9166)

YANG FAN PRESCHOOL

4160 Hacienda Drive, #200 Pleasanton, CA 94588 (925) 847-3023 LIC #013420956

2023/24

Tuition and Fee Schedule Rates effective June 1, 2023

PROGRAM	MONTHLY SCHEDULE	TUITION
Full Day Programs		
Young Preschool to Pre-Kindergarten	5 Full Days (8:00AM–5:30PM)	\$1350
Young Preschool must be 2 yrs. by desired start date.	3 Full Days (8:00AM–5:30PM - M, W, F)	\$1125
	2 Full Days (8:00AM-5:30PM - TU, TH)	\$ 915
Half Day Program		
Young Preschool to Pre-Kindergarten	5 Half Days (8:00AM–12:00PM)	\$1125
ADDITIONAL FEES		
One time non-refundable Registration Fee	\$125	
Non-refundable Materials Fee	\$325/annual school year (June 1-May 31)	
Non Potty-Trained Monthly Fee	\$160/5 full days; \$120/3 full days; \$80/2 full days	
Students who are in diapers or pull-ups are charged this monthly fee. Once the children are out of pull-ups or diapers, this monthly fee is removed. Children enrolled in the Young Preschool class do not need to be potty-trained. Please note that students enrolled in the Preschool or Pre-Kindergarten classes must be potty-trained.		
Extended Care – Monthly extended care until 6:00PM may be available. Please see Director if interested in enrolling as space may be limited. The extra fee will be \$120/month.		
DUE WITH ENROLLMENT		
RETURNING STUDENTS <i>We ask current students to re-enroll each year by completing the Enrollment Form and Admissions Agreement.</i>		
NEW STUDENTS <i>Enrollment requires a completed Enrollment Form and Admissions Agreement along with the Registration Fee of \$100 and a Deposit of one-half first month's tuition. The \$325 annual Materials Fee for the new school year may be submitted at time of enrollment or billed/due with your first invoice.</i>		
ALL STUDENTS <i>The deposits paid to and/or remained in Yang Fan Preschool are not refundable before the student attending Yang Fan Preschool for at least 30 days in the school year. In addition, the deposit is not refundable unless a 30-day written notice has been given prior to the last day of attendance. The deposit will be applied on your child's invoice with us. The Registration Fee and Materials Fee are non-refundable.</i>		
<i>Tuition is calculated for the days the preschool is open and therefore there is no credit given for the days Yang Fan is closed for any holidays as noted on our yearly calendar.</i>		

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Enrollment Form

APPLICATION DATE _____

(Please complete entire form)

CHILD'S INFORMATION

FULL NAME _____ DATE OF BIRTH _____ AGE _____
PREFERRED NAME _____ GENDER MALE FEMALE
HOME ADDRESS _____ HOME PHONE _____
CITY _____ STATE _____ ZIP _____
NAME OF PRESENT OF SCHOOL _____ REASONS FOR LEAVING _____

DOES YOUR CHILD REQUIRE **ANY SPECIAL MEDICAL ATTENTION** (EXAMPLE: ASTHMA, SEASONAL OR FOOD ALLERGIES, ETC.)
 YES NO

SPECIAL DIET (VEGETARIAN, GLUTEN OR DAIRY FREE, ETC.)? YES NO

IF YES, PLEASE EXPLAIN _____

IS YOUR CHILD FULLY POTTY TRAINED? YES NO

IF NO, WHAT STAGE?

WHAT LANGUAGE(S) DOES YOUR CHILD SPEAK? _____

DESIRED START DATE _____

PROGRAM - PLEASE INDICATE CHOICE – AGE / CLASS AND PROGRAM DAYS **CHILD'S AGE ON START DATE** _____

YOUNG PRESCHOOL (2-3) PRESCHOOL (3-4) PRE-K (4-5)

FULL DAY (5 days)

FULL DAY (3 days M, W, F)

FULL DAY (2 days TU, TH)

HALF DAY (5 days AM only)

Our programs, including curriculum and special classes, are designed for the five full days per week schedule. Two and Three-day schedules are available; however, please note that missed curriculum and activities are not made up.

FAMILY INFORMATION

EXISTING STUDENTS: If the family information is the same as last year, please skip the rest of the form and go directly to the signature.

MOTHER/PARENT/GUARDIAN NAME _____

OCCUPATION _____ EMPLOYER _____

HOME PHONE _____ WORK _____ CELL _____

E-MAIL _____ DRIVERS LICENSE # _____

FATHER/PARENT/GUARDIAN NAME _____

OCCUPATION _____ EMPLOYER _____

HOME PHONE _____ WORK _____ CELL _____

E-MAIL _____ DRIVERS LICENSE # _____

Child lives with (choose from these options). Please check all family members/adults living with the child.

Both Parents Both Parents in Different Households Mother Father

Guardian(s) Grandparent(s) Aunt/Uncle

Sibling: Name _____ Age _____ Does sibling currently attend Yang Fan Preschool or After School Program? YES NO

Sibling: Name _____ Age _____ Does sibling currently attend Yang Fan Preschool or After School Program? _____ YES _____ NO

Sibling: Name _____ Age _____ Does sibling currently attend Yang Fan Preschool or After School Program? _____ YES _____ NO

CHILD'S SOCIAL AND BEHAVIORAL BACKGROUND

Does child have any special physical, emotional or educational needs? If yes, please explain.

Does child take any medications? _____ if so, please list and indicate the reason.

What more would you like us to know about your child?

How did you hear about Yang Fan Preschool? Please check all that apply.

_____ Preschool Tour _____ Relative | Friend Attending _____ Website _____ Advertisement

_____ Yang Fan Academy _____ Current Family

Name of referring family _____

I/we understand that the registration fee, one-half first month's tuition deposit, and the materials fee along with the Admissions Agreement must accompany this form, that all tuition and fees paid are non-refundable and that a 30-day written notice is required to withdraw my child from Yang Fan Preschool. The registration fee and one-half first month's tuition deposit is forfeited if our/my child does not begin attending Yang Fan Preschool on the agreed upon start date. ***The deposits paid to and/or remained in Yang Fan Preschool are not refundable before the student attending Yang Fan Preschool for at least 30-days in the school year. In addition, the deposit is not refundable unless a 30-day written notice has been given prior to the last day of attendance.***

PARENT/GUARDIAN SIGNATURE DATE

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Yang Fan Preschool does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in the administration of its educational or enrollment policies.

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Admissions Agreement 2023/2024 _____

THIS AGREEMENT is made by and between

(Hereinafter referred to as "Parent(s)") and Yang Fan Preschool (hereinafter referred to as Yang Fan).

PLEASE READ, INITIAL EACH LINE, AND SIGN.

1. Parent(s) hereby enroll (**Child's Name**) _____ (Date of Birth) _____ in Yang Fan.
2. **Basic Services Offered** – Yang Fan offers full day and half day program. Our programs cover social development, large motor coordination, fine motor skills, developing listening skills, music and movement activities, math readiness skills, science activities, reading readiness activities, language concepts, art and crafts, outside play, and self-help skills. Snack is provided by the preschool and is included in tuition; children bring lunches from home
3. **Payment Provisions**
Parent(s) agree to pay the monthly tuition and fees regardless of the child's attendance. There will be no make-up days or hours, vacation credit or credit for vacation time off or illness. Tuition is calculated for the days Yang Fan is open and therefore no credit is given for the days Yang Fan is closed for holidays.
 - _____ Five full days, \$1350/month
 - _____ Three full days, \$1125/month
 - _____ Two full days \$915/month
 - _____ Five half days \$1125/month
 - _____ Monthly fee for Students in diapers and/or pull-ups \$160/5 full days; \$120/3 full days; \$80/2 full daysStudents enrolled in the Young Preschool class do not need to be potty-trained. Students enrolled in the Preschool or Pre-K classes must be potty-trained.
4. **Rights of the Licensing Agency**
The Department or Licensing Agency shall have the authority to interview children or staff and inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member; and for the examination of all records relation to the operation of the childcare center. The Department or Licensing Agency has the authority to observe the physical condition of the children, including conditions that could indicate the abuse, neglect, or inappropriate placement.
5. **Late Pick Up Fees**
Parent(s) agree to pay a late pick up fee of \$1.00 for every minute late. There will be five minute grace period.
6. **Refund Policy and Withdrawal Policy**
Parent(s) understand that their obligation to pay all fees, including tuition, is unconditional and that no portion of the fees paid or outstanding will be refunded in the event of absence, withdrawal, or dismissal from Yang Fan. Paid monthly tuition is non-refundable. The registration fee and one-half first month's tuition deposit is forfeited if our/my child does not begin attending Yang Fan Preschool on the agreed upon start date per the enrollment form. The deposits paid to and/or remained in Yang Fan Preschool are not refundable **before** the student attending Yang Fan Preschool for at least 30-days. In addition, all deposits paid will not be refunded unless a 30-day written notice to withdraw has been given prior to the last day of attendance.
7. **Enrollment / Re-enrollment Each Year**
For new students a non-refundable \$125 registration fee per student plus a non-refundable deposit of one half of the first month's tuition deposit are due with enrollment. The non-refundable materials fee of \$325 may be paid at the time of enrollment or billed/due on your child's first invoice. Parents are required to re-enroll their student the start of each new school year. Enrollment is not guaranteed and is subject to availability.
8. **Leave of Absence**
Tuition will be charged regularly unless parents give notice for any leave of absence. Parent(s) choosing a continuous leave of absence for less than two (2) calendar weeks will receive no credit and will be charged full tuition for the days a student is absent. If a student is continuously absent for more than two (2) calendar weeks up to one (1) calendar month, the student will be charged for two (2) weeks for days that student is absent. To save a spot guaranteed for student upon his/her return, student must obtain the acknowledgement of the Director by completing a Leave of Absence form and pre-pay \$100 reinstatement fee. A student may have only one (1) calendar month leave of absence during the academic school year. In the event a student is continuously absent beyond one (1) calendar month, the student will be considered to have withdrawn, and the student's deposits will be forfeited without 30 days ahead written notice. Subject to availability of a spot, parent(s) may re-enroll their students and are responsible for the non-refundable enrollment fee, annual material fee and the tuition deposit.
9. **Modification Conditions**
Yang Fan reserves the right to change tuition at any time. A written notice of any rate change will be available thirty (30) calendar days prior to the effective date of the change. The school retains the express right to add, omit, amend or change this Admission Agreement and/or policies at any time.
10. **Sign-In, Sign-Out Policy**
Parent(s) understand that California State Licensing Law requires that children must be signed in and out of Yang Fan each day with a complete signature. Parent(s) understand that they must sign their child in and out each day (or another responsible adult at least 18 years of age that the parent(s) have named to pick up their child) and Yang Fan is not responsible for any child until s/he is signed in or after s/he is signed out. Parent(s) are financially responsible for any fines/fees imposed upon Yang Fan Preschool by the state licensing agency because of a parent or authorized adult's failure to sign in or out and/or failure to provide a full and complete signature.
11. **Materials Fee**
Parent(s) agree to pay a non-refundable materials fee of \$325 per child annually. This fee is **not** pro-rated nor refundable.
12. **Sibling Discount**
Parent(s) understand there is a \$25 monthly sibling discount: \$25 for full time preschool student based on the monthly billing cycle for the preschool and \$23 for full time sibling enrolled in Yang Fan Academy afterschool program based on the 4 week billing cycle at the

