



**Admissions Agreement 2024-2025 School Year**  
**22201 San Miguel Street, Woodland Hills, CA 91364**  
**818.661.8926 License 197418366**

Woody's Clubhouse provides each child with the opportunity to share learning experiences and develop physically, socially, cognitively, and emotionally in a safe, friendly, and creative environment. The program is designed for children in Kindergarten/Transitional Kindergarten through 5<sup>th</sup> grade.

**BASIC SERVICES:**

Woody's Clubhouse will begin to offer after school care from the first day of school in August 2024 continuing through the end of the school year in June 2025 daily from school dismissal time until 6:00pm. On Tuesdays the program includes an additional hour of care. The program begins at dismissal time on minimum days. The program follows the same holiday and in-service schedule as Woodland Hills Elementary Charter for Enriched Studies and will be closed the following days: Admissions Day, Labor Day, Unassigned Days, Veteran's Day, Thanksgiving Day and the following Friday, Martin Luther King's Birthday, Presidents' Day, Cesar Chavez Day, and Memorial Day. The program is also closed three (3) weeks for winter break and one (1) week for Spring break and any additional assigned days off. Parents will be notified, in writing, 15 days prior to any modifications or additions to the scheduled non-student days. In the event of a hazardous situation arising at school due to uncontrollable circumstances, Woody's Clubhouse will be closed for the safety of the children.

**PAYMENT PROVISIONS:**

There is a \$100.00 non-refundable Registration Fee payable upon enrollment. The \$100.00 Registration Fee will be applied to your first Tuition payment due by the first Friday of the school year.

- The first Tuition payment is due on the first Friday of school and covers August 2024 and June 2025 for the same number of days per week.
- Tuition is due on the first of each month for September – May.
- Tuition is late if not paid by the 7<sup>th</sup> calendar day of the month. In the event payment is not received by the 7<sup>th</sup> of the month, a **5% service charge** will be added to your balance.
- **Three late payments will result in your child's removal from the program.**
- If for any unseen emergency reason, a child is not picked up on time there will be a **\$10.00 per 5-minute increment charged, beginning immediately at dismissal (6:00PM)**. This fee will be added to the next month's tuition.
- Parents will be given 30 days prior written notice of any basic rate changes.
- We accept payment as checks, electronic banking, Zelle, credit card, or cash. Checks are made out to Woody's Clubhouse.
- There will be a \$35.00 fee charged for any check that does not clear the bank.

**All payments are made to WOODY'S CLUBHOUSE.**

**PROGRAM TUITION RATES:**

Parents are responsible for TEN (10) monthly tuition payments over the course of one school year.

<i>Days/Week</i>	<i>10 Payments of</i>	<i>Annual Tuition</i>
5	\$450.00	\$4500.00
4	\$385.00	\$3850.00
3	\$305.00	\$3050.00
2	\$230.00	\$2300.00
1	\$150.00	\$1500.00

**Sibling Discounts**

We do offer discounts for families who have more than 1 child attending Woody's Clubhouse. In these instances tuition for each child will be added together and then 10% will be taken off this total amount.

- Parents will be given 30 days prior written notice of any basic rate changes.
- There are no credits, refunds or make-ups for days not attended due to personal reasons, non-student days or hazardous conditions.

To add a day when space is available, Woody's Clubhouse requires a minimum of 24-hour notice. The cost to add one (1) day is \$40.00 for the afternoon.

**SCHOLARSHIPS:**

Parents may apply for a scholarship to Woody's Clubhouse providing they meet certain criteria which include:

- Family is on the Free Lunch Program.
- Family can demonstrate proof of income (Tax Return) indicating poverty level income.
- Family is on a government assisted program.

**DEPARTMENT OF SOCIAL SERVICES:**

The Department of Social Services has the right to interview children, inspect children's records and observe the physical condition of children in the program without prior consent (Title 22, Section 101200.)

**CONDITIONS UNDER WHICH THIS AGREEMENT MAY BE TERMINATED:**

A Parent may terminate this agreement for any reason with a 30-day written notice.

- Termination of this agreement through dismissal of a child may occur if:
  - A child is picked up late more than two (2) times.
  - All fees are not paid on time unless other arrangements have been made with the office in writing.
  - A child's actions threaten the safety or well-being of other children.
  - In the opinion of the program administrators, the program cannot reasonably accommodate the needs of the child.
  - A child requires one on one supervision.
  - Payments are late more than three (3) times.

**PAPERWORK:**

All necessary paperwork will be on file prior to admission to the center including:

- Enrollment & Major Earthquake Release Form
- Identification and Emergency Information Form
- Consent for Emergency Medical Treatment
- Child's Preadmission Health History – Parent's Report
- Personal Rights
- Child Care Center Notification of Parent's Rights
- Caregiver Background Check Process
- Admissions Agreement

-----Returned Signed-----

I have read and understand the Woody's Clubhouse Admissions Agreement for the 2024 – 2025 school year and indicate agreement by my signature.

Print Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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