

Eagle's Nest Expanded Learning Opportunities Program (ELO-P) Transitional Kindergarten (TK) Admission Agreement 2025-2026

Eagle's Nest is Sunol Glen's ELO-P before and after-school student care program. The Expanded Learning Opportunities Program (ELO-P) at Sunol Glen Unified School District provides before and after-school enrichment programs for transitional kindergarten through sixth-grade students. Priority enrollment is given to students with the highest needs, including those who are homeless, foster youth, economically disadvantaged, or Emerging Bilingual.

☐ If you believe your child qualifies for the ELOP program, please check here and Mrs. Galletti or Ms. Kirsten will contact you with more information.

Student Information

Childs Name: _____ Date of Birth: _____ Grade: _____

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Parent/Guardian: _____ / _____

Please read carefully and initial beside each statement below.

Failure to initial any part of this Agreement will result in your application being returned.

___ **Application Fee:** \$40.00 (Non-refundable) A separate fee is required for each child.

___ **Registration Fee:** \$100.00 (Non-refundable upon acceptance. Sibling discount: 50%)

___ **Monthly Payments:** First payment is due **August 1, 2025**; nine additional payments are due on the **1st of each month**, with the final payment on **May 1, 2026**. No credits for absences or vacations.

- Payments are late after the **5th** of the month, with a **\$25 late fee** applied on the **6th**.
- **Three late payments** in six months may result in service termination.
- Accounts past due **20 days** will be suspended. Past due **30 days** will result in termination.

___ **Payment Methods:** Payments can be made through **Brightwheel, personal checks, money orders, cashier's checks**, or **cash**. Make checks payable to **Sunol Glen School** and write **"EN"** in the memo area.

- **Bounced Checks:** After two returned checks, future payments must be made by money order, cashier's check, or cash. A **\$35 fee** applies to returned checks.

Late Pick-up

___ **Late Pick-Up Fees:** For students enrolled in the **4:30 PM schedule**, late pick-ups are charged the **hourly rate**. For students on the **6:00 PM schedule**, late pick-ups incur fees as follows:

Incident	Fee	Additional Fee
1st Time	\$35	\$10 per 10-minute interval
2nd	\$45	\$10 per 10-minute interval
3rd	\$55	\$10 per 10-minute interval + Meeting with Director
4th	\$65	\$10 per 10-minute interval + Meeting with Director & Principal
5th	\$65	Dismissal from the program

___ **Police Pick-Up:** If a child is not picked up by **6:20 PM** and no emergency contacts are available, the child will be considered **abandoned**, and the **Alameda County Sheriff's Department** will be contacted. Parents must contact **Child Protective Services** at **510-259-1800** for further instructions.

Attendance, Absences, and Withdrawals

___ **Sign In/Out Policy:** Parents/guardians must sign in/out with a **full legal signature** and the correct time. Failure to do so incurs a **\$15 fee per missing signature/time**. Incorrect times will be billed until **6 PM** at the hourly rate of \$16.50.

___ **Absences:** Notify Eagle's Nest via phone or text at **(925)-580-9306** if your child will be absent. Early school departures must also be reported.

___ **Unexcused Absences:** No notice of absence is considered **unexcused** and incurs a **\$15 fee per absence**. **Five unexcused absences** may result in termination.

___ **Withdrawals:** A **two-week written notice** is required for withdrawal. Charges or refunds will be applied accordingly.

___ **Termination of Services:** Services may be terminated for:

- Three late monthly payments
- Five unexcused absences
- Overdue balances exceeding **30 days**
- Behavior issues, unmet child needs, or parent disrespect toward staff
- A **two-week notice** will be given unless immediate termination is necessary.

Schedule Changes, Additional Hours, and Drop-In Care

___ **Schedule Changes:** A **\$35 fee per child** applies for schedule changes. Requests must be submitted between the **10th-14th** of the month to take effect the following month.

___ **Additional Hours:** Additional care outside contracted hours requires **24-hour notice and Director approval**. A **\$15 no-notice fee** applies if proper notice isn't given.

___ **Hourly Drop-In Care:** May be available with **24-hour advance notice** and Director approval.

Additional Policies and Information

___ **Photo/Video Permission:** Photos and videos of students may be used for promotional materials, social media, and the Eagle's Nest website.

___ **Meals:** Afternoon snacks are provided. Parents must provide snacks for children with special dietary needs.

___ **Brightwheel:** Once your application has been approved, your information will be uploaded to Brightwheel and you will receive an email invite. Brightwheel is used for Invoicing and as a payment option for our families.

___ **Family Handbook:** The handbook is available on Brightwheel, a signed acknowledgment will need to be signed and returned before your child's first day.

Eagle's Nest Expanded Learning Opportunities Program (ELO-P) Transitional Kindergarten (TK) Hours of Care Contract 2025-2026

All mid-year schedule changes are effective from the first of next month. Fees are per child and based on 180 school days. The first payment is due 8/1/25, the last 9 are due on the 1st of each month and your last payment will be May 1, 2026.

Families enrolling more than one child will receive a **10% discount on the tuition fee** for each additional sibling. The discount applies to the **lower tuition amount** when children are enrolled in different programs or grade levels. This offer is applicable to immediate family members only.

Before School Care (Only) - 7:30 AM -8:30 AM:

Monthly Fee

___ 5 days \$180

After School Care(Only): 3:00, 4:30 or 6:00

Please check/circle your preferred schedule and pickup time.

Monthly Fee **3:00** **4:30** **6:00**

___ 5 days \$648 \$972 \$1296

Before & After School Care 7:30 AM-8:30 AM and 3:00, 4:30 or 6:00pm

___ 5 days (3 pm) \$720 ___ 5 days (4:30 pm) \$990 ___ 5 days (6pm) \$1260

Hourly Care

___ **Hourly Care:** Hourly drop-in services may be available with a 24-hour advance notice at a rate of \$16.50 per hour. All hourly care needs to be approved in advance by the Director to ensure adequate staffing is available. A fee of \$15 will be assessed if a 24-hour advance notice is not given, in addition to the \$16.50 per hour rate. Fees are billed in half-hour increments at the top and middle of each hour (0 min -30 min and 31 min-59 min).

Child's Name: _____ Age: _____ Grade: _____ Birth Date: _____

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Parent/Guardian Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Email Address for billing: _____ Start date: _____