

## TERMS AND CONDITIONS

### Payment Policies

At Wild Roots Holistic Learning Center, Inc., we highly value our clients, and recognize the importance of having a variety of easy and convenient ways to pay for tuition. As such, we have made an effort to improve our payment policy so that our families feel confident and accommodated submitting payments throughout the year.

#### ***Our Payment Options:***

1. Our first and most preferred payment option is to sign up for **ACH recurring automatic withdrawal, directly from your checking account**. This option is automatic and requires only your routing and account number to initiate automatic withdrawals. Wild Roots does assess a **\$0.50 handling fee** for handling ACH payments.
2. Manual payment by **check, money order**, or mailing a payment straight from your bank's **bill pay** are also free of charge and greatly appreciated. All manual payments must be received on time. **Cash** is no longer accepted.
3. You may also sign up for **recurring automatic payments with a debit or credit card**. This option is automatic for your convenience. However, Wild Roots does assess a **2.75% handling fee** for handling debit and credit card payments.
4. **Manual payment by debit or credit card** is also available in the front lobby at any time. This option is ideal for those who prefer the convenience of making one-time payments without signing up for anything recurring. However, Wild Roots does assess a **2.95% handling fee** for handling any debit or credit card payment.

Monthly payment of tuition is due on the **1<sup>st</sup> of each month and is considered late after the 3<sup>rd</sup> of each month**. Please make all checks and money orders payable to Wild Roots Holistic Learning Center, Inc. It is the paying party's full responsibility to ensure that payments are received before the 3<sup>rd</sup> (regardless of your child's school schedule) to avoid a late charge. If payment of tuition is not received on time, a late fee of \$25 will be added to your account balance. If tuition has not been paid by the end of the second week, services will not be provided until your balance, including all late fees, has been paid in full.

Additionally, a return fee of \$35 will be charged to your account for all bounced checks and declined payments. Following the first return for any client, Wild Roots Holistic Learning Center, Inc. reserves the right to request alternative payment method such as cashier's check or maintaining a valid credit card on file in order to receive payments.

Wild Roots Holistic Learning Center, Inc. seeks to provide optimum care and nurturing for all our children, which requires timely management of classroom schedules and staffing. As such, a late fee of \$20 will be charged for any child picked up 5 or more minutes after their 3:00 pm scheduled pick-up time and \$40 for any child picked up after their 6:00 pm scheduled pick-up time.

### Change of Schedule. Withdrawal and Refund Policy

To ensure that we are always properly staffed for the number of children present, all schedule changes must be made two weeks in advance and submitted using the "child schedule change form".

For Preschool students, **services may be terminated** by parent/guardian by giving **30 day written notice**.

For Transitional Kindergarten/Kindergarten care, **services may be terminated only at the end of any given semester**. Therefore, once the student is enrolled, he/she will be expected to continue in both attendance and payment until the end of that semester. Once a new semester begins, the semester-long commitment will begin again. Wild Roots Holistic Learning Center, Inc. has the right to terminate services without notice if the parent does not comply with the policies set forth or if scheduled payments are over two weeks late. If parent/guardian terminates service before the month is over, any part of the tuition that was paid for will not be refunded.

If a withdrawal occurs prior to the completion of a purchased promotion (this **DOES NOT** include percentage discounts for bulk payment, semi-annual or annual payment, etc.), the refund will occur on a prorated basis. A given promotion offers a % off regular priced tuition to pay for a specific length of time in advance. If a withdrawal prevents that length of time from completing and a refund is required, the % off discount will no longer apply. In this case, any paid-for tuition that was *not* used (tuition falling *after* withdrawal notice period) will be fully refunded, but the discounted tuition that *was* used will be prorated back to regular price. The removal of the % off discount from used tuition will be applied to the total refund owed.

For families under our annual or semi-annual payment option, Wild Roots will keep 15% of your paid tuition and issue a refund for the rest.

Finally, if for any reason you require a refund of tuition or other fees due to withdrawal or schedule change, please allow up to 30 days for processing before your refund is issued.

### Consent for Photography and Information for Publication

Wild Roots Holistic Learning Center, Inc. will regularly take photographs and/or video footage of children engaged in activities. This content will be utilized in creating project documentation, as well for promotional purposes which include but are not limited to marketing materials, web content, social media content including Facebook, Instagram, Twitter, YouTube. Wild Roots creates content in order to enrich our school community involvement, and to spread the Wild Roots message to likeminded families.

#### **Please Initial One Line Only**

- By initialing here, you hereby give permission for professional and appropriate photography and/or video footage to be taken of your child and used in any capacity listed above, without the necessity for Wild Roots to obtain specific permission from you for each instance. Your child's name will not be mentioned or tagged in any content at any time, but their likeness may appear in Wild Roots in-school and/or web content, and/or on Wild Roots social channels periodically. Your child will be included in photos and/or video footage of classroom activity. Additionally, they will appear in the 2025-2026 yearbook.

**Initial Here** \_\_\_\_\_

- By initialing here, you hereby **do not give permission for any photography or video footage to be taken of your child whatsoever**. By initialing here, you are ensuring that your child will not under any circumstances be included in Wild Roots in-school or web content, or on Wild Roots social channels at any time for any reason. Your child will not be included in photos or video footage of classroom activity. Additionally, **they will not appear in the 2025-2026 yearbook** (*by default, your child's school portrait will still be taken, and will be kept private, available only to you for order*).

**Initial Here** \_\_\_\_\_

### Release and Hold Harmless Authorization for Minor

My child's participation in activities at Wild Roots Holistic Learning Center, Inc. is with the understanding that there are risks of harm or personal injury in any activity involving children and animals; we hereby release, acquit, discharge, and hold harmless Wild Roots Holistic Learning Center, Inc. against any liability resulting from any injury that may occur to my child while participating in childcare activities.

### Jurisdiction/ Venue/ Attorney's Fees

This contract is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the State of California, County of Riverside. Should action be brought to enforce or interpret the provision of the Contract, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief is granted.

The person(s) executing this contract on behalf of the child are hereby representing that they have the legal authority to do so. By signing this document, each party has read and considered the above terms and conditions, and legally promises and agrees to all stated here or attached hereto.

### Other Terms

State childcare licensing regulations are on file at the center and are available for review upon request. Certain state childcare licensing regulations have requirements in addition to those contained in this Agreement. Title 22 Regulations may also be found at [www.cdld.ca.gov](http://www.cdld.ca.gov).

In certain circumstances, it may be necessary to discontinue a child's enrollment. This decision is based primarily on the best interest of the child concerned, the fit of their classroom environment, and the well-being of other students and staff members. Every effort will be made to provide intervention and/or correct the situation before a final decision is made.

Disenrollment may result (but is not limited to) any of the following circumstances:

- Abuse of other children, staff, or property by child and or parent/guardian
- Continued violation of policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The school's inability to meet the child's need or the parent/guardian expectation
- Non-payment of tuition

This is a partial list, and we reserve the right to end enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

### Inspection Authority – Section 101200

The California State Department of Social Services (CDSS) or other public agency authorized by CDSS to assume such responsibilities shall use their authority to interview children or staff, and to inspect and audit school records without prior consent. The center shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the center. The department shall also have authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

### Modifications and Amendments

Provider reserves the right to modify or amend this agreement upon 30 days written notice of any changes in the basic rates or services.

**I have read, understand, and agree to all terms outlined in Wild Roots' 2025-2026 admissions agreement.**

**Name of Child:** \_\_\_\_\_

**Mother's/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Father's/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please review 2025-2026 Parent Handbook & policies for further policy details and signatures required.**