

WOODROE, INC., dba WOODROE WOODS SCHOOL

750 Fargo Ave., San Leandro, CA 94579

WOODROE WOODS PRESCHOOL PROGRAM ADDENDUM TO THE ADMISSION AGREEMENT between WOODROE, INC. and PARENT/GUARDIAN

This addendum is issued in light of the temporary changes to normal school operations, policies, and procedures, due to the onset of the COVID-19 pandemic. Specifically, the provisions included herein are either dictated by or a consequence of new rules and regulations issued by federal, state and local health authorities in conjunction with the spread of the virus.

All provisions listed below SUPERCEDE any conflicting provision(s) previously agreed upon and detailed in your original admission agreement. All other provisions included in your original agreement withstand and are still in effect.

All families returning to campus starting June 15th, 2020, must sign and submit this document before attendance can begin. This addendum will remain in force **until further written notice**.

PLEASE NOTE: As the pandemic evolves, we are expecting changes in official regulations and requirements. Please keep abreast of current developments by following health authorities. Should any of the below mentioned provisions conflict with new regulations issued by authorities, the more stringent requirements shall apply.

- 1) Woodroe Woods' Early Education Program includes preschool, as well as pre-kindergarten. The program runs year-round, Monday through Friday. Hours of operations are 8:30am to 4:30pm.
- 2) It is expected that students be picked up promptly at the stipulated time or at the close of the day for children on a full-time schedule. After 4:30pm, there will be a late fee charge of \$2.00 for the first 5 minutes (4:35 pm), \$1.00 per minute until 4:45 pm, and \$2.00 per minute thereafter. The late pick-up fee does not constitute an agreement to provide after hours service.
- 3) At this time, the only two schedules offered are as follows:
 - Three-hour schedule: 8:30-11:30am Monday through Friday
 - Full-Day schedule: 8:30-4:30pm Monday through Friday
- 4) Modified tuition until further notice, effective June 15th, 2020, is as follows:
 - Three-hour schedule: \$870/month
 - Full-Day schedule: \$1,200/month
- 5) I will contract with Woodroe Woods to have my child attend on the following schedule:
 - Monday-Friday 8:30-11:30am (three-hour schedule)
 - Monday-Friday 8:30am-4:30pm (full day schedule)
- 6) I will be obligated to pay my child's monthly tuition of \$_____. A monthly discount in the amount of \$_____ will be applied to the monthly tuition due to _____. The tuition discount will be revised accordingly should the conditions for the discount no longer be met (i.e. sibling leaves the school).
- 7) Tuition for the month of June 2020, is due by June 10th. There will be a late charge of \$30 after the 15th.
- 8) Payment may be submitted online at www.woodroewoods.org, or by check. It is strongly encouraged that you set up automatic bill pay through your bank or payment through our website.
- 9) If you are paying by check, please MAIL your check to us at Woodroe Woods School, 750 Fargo Ave., San Leandro, CA 94579.
- 10) Children will be grouped in cohorts of up to 10, which will not mix. The school has instituted strict safety and disinfecting protocols, to be implemented regularly throughout the day. Classroom spaces, activities/toy placement have been modified in order to foster social distancing. Outdoor play has always been one of Woodroe Woods' trademarks, and the school is lucky to provide ample outdoor space. Outdoor play will be minimally impacted by the new regulations, as there is ample space allowing for social distancing and for groups to not mix.

- 11) Parents/caregivers are no longer permitted on campus to drop in at the office or in classrooms, aside from the parking lot and designated drop off/pick up areas. Should you need assistance, please contact the office and schedule a time to connect. During the duration of the pandemic, in-person meetings will be greatly limited. Please expect the majority of communication to shift to phone or online meetings. We realize this is a stark departure from the Woodroe Woods way of doing business, as the opportunity to connect families and caregivers has always been extremely valuable to us. Woodroe staff is fully committed to remaining available and in touch with all the families to the maximum extent possible given the restrictions dictated by the current situation.
- 12) Arrival: parent/guardian shall bring the student to the gate. Please stand next to one of the social distancing markers on the ground. Staff will greet your child and take him/her to his/her classroom.
- 13) Departure: parent/guardian shall wait at the gate. Staff will be available at the gate 30 minutes prior to pick up time.
- 14) Should you need to drop off or pick up outside the designated time, please call the office and arrange to be met at the gate.
- 15) Parents/caregivers are to promptly exit the campus upon picking up or dropping off.
- 16) For the duration of the pandemic, a staff member will be signing children in and out as they arrive and depart.
- 17) All notices, tuition information, parent letters and other pertinent information will be handed to you at pickup. Communication will be issued as much as possible via email, so please check your email regularly.
- 18) Parents/caregivers shall screen their children for illness **before coming to school**, including taking the children's temperature before coming to campus.
- 19) If a child is sick, parents/guardians are to call the school within 24hrs to report the illness.
- 20) Health screening and temperature checks will be set up at the entrance gate. Please follow staff's directions. Any child with symptoms of illness and/or a temperature of 100 degrees or higher will not be permitted to enter.
- 21) Should a child fall ill while in care, you will be notified immediately, and required to pick up the child within one hour. Please, make arrangements to have family or friends on call in case of illness.
- 22) Please provide updated phone numbers of authorized pick up people.
- 23) Ill children must remain at home until they are symptom free for a minimum of 48 hours.
- 24) All children are required to be covered by medical insurance.

Please initial here _____ to indicate that the child is covered by medical insurance.

Please indicate insurance carrier with plan number. _____

- 25) Staff is to wear face covering at all times. In addition, depending on the situation, staff may occasionally wear other forms of personal protective equipment (PPE) such as gloves, scrubs, or face shields. Please talk to your children about this requirement and help us diffuse anxiety around the use of PPE.
- 26) As of June 5, 2020, children 12 and under are not required to wear masks, however we are strongly encouraging children over the age of 5 to wear a mask. Exceptions will be made for medical reasons and other issues, which will be considered on a case by case basis. Please label your mask.
- 27) Parents and caregivers dropping off and picking up must wear face covering.
- 28) I have reviewed Woodroe Woods School's Standard of Practice, available online at www.woodroewoods.org.

By signing below, I acknowledge that I have read, understand, and agree to abide by the provisions set forth in the above Addendum to the Preschool Program Admission Agreement:

(Parent/Guardian Printed Name)

(Date)

(Parent/Guardian Signature)

(Director's Signature)