



LILY PAD Early Learning Center

Family Enrollment and Partnership Guide

2026–2027 School Year

Growing Back to Our Roots

Learning • Exploration • Discovery

Rooted in Relationships. Inspired by Wonder.

Cultivating curiosity, inspiring creativity, and nurturing meaningful relationships in a community where children and families grow together.

Auburn, California Est. 2014

Every child deserves to be known, valued, and inspired to grow.

A Welcome from Our Founder

Dear Lily Pad Families,

Welcome to Lily Pad Early Learning Center.

Whether your child is joining us for the very first time or your family has been part of our community for years, I want you to know how grateful we are that you have chosen to entrust us with one of life's greatest gifts—your child.

Lily Pad began with a simple dream: to create a place where children feel safe, loved, respected, and excited to learn each day. What started as a small in-home preschool has grown into a thriving early learning community, but one thing has never changed—our belief that childhood is precious and deserves to be protected.

As our school has grown, we have celebrated many wonderful milestones. We have welcomed hundreds of children, built lasting relationships with families, and watched little learners grow into confident, compassionate young people. Along the way, however, I realized that growth should never come at the expense of the values that first inspired Lily Pad.

That realization has led us to a new chapter—**Growing Back to Our Roots.**

This is more than a new theme or a change in our classrooms. It is a renewed commitment to the heart of who we are.

We are intentionally creating smaller learning communities where every child is truly known. We are designing beautiful, thoughtfully prepared environments that inspire curiosity and creativity. We are embracing more child-led exploration, stronger family partnerships, meaningful outdoor experiences, and a slower, more intentional pace that honors childhood.

Our goal is not simply to prepare children for kindergarten.

Our goal is to help children become confident, kind, curious, resilient, and joyful learners who feel valued for exactly who they are.

We believe that the strongest schools are built on relationships. The partnership between families and educators creates the foundation that allows children to thrive. When we work together with trust, respect, and open communication, extraordinary things happen.

As you read through this guide, I hope you will see that every policy, every procedure, and every decision has been created with one purpose in mind: providing the very best experience for the children and families we are privileged to serve.

Thank you for allowing us to be part of your child's story. We look forward to learning, growing, and discovering together.

With gratitude, *Michelle, Marlana & our Lily Pad staff*

Our Promise to Every Child

At Lily Pad Early Learning Center,

we believe every child deserves more than an education.

Every child deserves...

to be seen.

to be heard.

to be respected.

to be celebrated.

to belong.

We Promise...

We promise to know your child before we teach your child.

We promise to celebrate curiosity, honor creativity, and embrace the joyful journey of learning.

We promise to create beautiful spaces that inspire imagination, creativity, and wonder.

We promise to protect childhood by allowing children the time to play, explore, discover, and grow at a pace that honors who they already are.

We promise to guide with kindness, patience, and respect.

We promise to encourage independence while always offering comfort, encouragement, and support.

We promise to celebrate every milestone—big and small—and recognize that every child follows their own unique path.

We promise to partner with your family through open communication, trust, and mutual respect.

And above all...

We promise to love and care for your child as the unique, capable, and deeply valued individual they already are.

WHO WE ARE

"Our philosophy shapes every classroom, every relationship, and every experience we create for children and families."

At Lily Pad Early Learning Center, we believe childhood is something to be treasured.

Children deserve the time to wonder, explore, imagine, create, and discover the world around them. We believe learning happens best when children feel safe, valued, and deeply connected to the people and environments that surround them.

As our school has grown over the years, we have celebrated many wonderful milestones. At the same time, we recognized the importance of returning to the values that first inspired Lily Pad—a close-knit community where relationships come first, families are true partners, and children are given the freedom to learn through meaningful experiences.

Our commitment to **Growing Back to Our Roots** is a renewed promise to preserve the joy of childhood while providing an exceptional early learning experience built upon curiosity, creativity, and connection.

Every decision we make begins with one simple question:

"Is this in the best interest of the child?"

If the answer is yes, we know we are on the right path.

Because at Lily Pad, childhood isn't something we rush.

It's something we celebrate.

Childhood is not a race. It is a journey to be cherished.

Our Core Beliefs

"These beliefs guide every decision we make and every experience we create for children and families."

At Lily Pad, we believe...

- 🌱 Every child is capable, competent, and full of potential.
 - 🌱 Relationships are the foundation of learning.
 - 🌱 Play is the meaningful work of childhood.
 - 🌱 Beautiful environments inspire curiosity and creativity.
 - 🌱 Families and educators are partners in every child's journey.
 - 🌱 Nature provides endless opportunities for exploration and discovery.
 - 🌱 Kindness, empathy, and respect should be modeled every day.
 - 🌱 Childhood should never be hurried.
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How Children Learn at Lily Pad

"We believe children learn best when they are active participants in their own discoveries."

At Lily Pad Early Learning Center, we recognize that every child learns differently.

Some children learn by asking questions.

Others by building.

Some through art.

Some through movement.

Some by observing.

Some simply by wondering.

Our role as educators is not to provide every answer—it is to create environments, experiences, and relationships that inspire children to discover those answers for themselves. We thoughtfully combine the research-based framework of **Teaching Strategies Creative Curriculum** with inspiration from the **Reggio Emilia philosophy**, creating learning experiences that are responsive to each child's interests, developmental needs, and natural curiosity.

Rather than focusing on worksheets or one-size-fits-all instruction, we provide meaningful opportunities for children to:

- Explore
- Create
- Investigate
- Collaborate
- Imagine
- Problem Solve
- Build Independence

Learning at Lily Pad is guided by children's questions, enriched through purposeful play, and supported by caring educators who understand that meaningful learning happens through relationships. Every day, our classrooms are filled with opportunities for children to think deeply, communicate their ideas, express themselves creatively, and develop the confidence to become lifelong learners.

"Tell me and I forget. Teach me and I remember. Involve me and I learn."

The Learning Environment

"The environment is more than a place to learn—it is a place where curiosity, creativity, and relationships flourish."

We believe the learning environment is one of a child's greatest teachers.

Children thrive in spaces that are calm, inviting, organized, and thoughtfully prepared. Every learning environment is intentionally designed to inspire curiosity, encourage independence, and create opportunities for meaningful exploration.

As part of our **Growing Back to Our Roots** initiative, we have thoughtfully reimagined our learning environments to reflect the values that matter most to us.

Our goal is simple:

To create places where children feel safe enough to explore, confident enough to take risks, and inspired enough to discover the joy of learning every day.

We believe the spaces children experience communicate powerful messages.

A thoughtfully prepared learning environment tells a child:

You belong here.

Your ideas matter.

You are capable.

This is a place where you can wonder, create, and grow.

That is the environment we strive to create every day.

"Every child deserves a place that invites them to wonder."

Living Learning Environments

"Just as children grow and change, so should the environments that support their learning."

One of the most unique aspects of Lily Pad Early Learning Center is our belief that a learning environment is never truly finished.

While every learning environment is thoughtfully prepared, it is never considered complete.

Instead, it continues to evolve as the children grow, discover new interests, ask questions, and develop new skills.

Our educators are intentional observers. They carefully watch how children interact with materials, one another, and the world around them. These daily observations help us understand what excites children, what challenges them, and where their curiosity is leading.

Rather than expecting children to adapt to the environment, we believe the environment should respond to the children.

Throughout the year you may notice new materials being introduced, learning invitations changing, spaces being rearranged, or projects growing in unexpected directions. These changes are intentional and reflect our commitment to creating meaningful learning experiences that are responsive to the children in our care.

When children see their ideas reflected within their learning environment, they develop a stronger sense of ownership, confidence, and belonging.

Our goal is for every child to feel that this is **their** place—a place where their questions matter, their creativity is valued, and their learning journey is respected.

Every day brings new opportunities.

Every child brings new possibilities.

Our learning environments grow right alongside them.

"The most meaningful learning environments are those that continue to grow with the children they serve."

The Rhythm of Our Day

"Every day has a rhythm. Every child helps write the story."

At Lily Pad Early Learning Center, we believe children thrive when they experience both consistency and freedom.

Our days follow a familiar rhythm that helps children feel secure and allows our educators to create a safe, organized, and nurturing environment. Arrival, outdoor exploration, meals, rest, and daily routines occur at consistent times, providing children with the comfort of knowing what comes next.

Within that rhythm, however, learning is anything but ordinary.

We thoughtfully plan experiences using **Teaching Strategies Creative Curriculum**, selecting studies and experiences that reflect the interests and developmental needs of each group of children. While our curriculum provides clear learning objectives, it also gives us the flexibility to present those objectives in ways that are meaningful to the children in front of us.

Sometimes that means following our plans.

Sometimes it means setting those plans aside.

A single question from a child can open the door to days of discovery.

An unexpected conversation can become an exciting investigation.

A simple observation can spark curiosity that no lesson plan could have anticipated.

Rather than asking children to fit neatly into a predetermined lesson, we believe meaningful learning happens when educators listen carefully, observe intentionally, and thoughtfully respond to children's interests.

Each and every moment with a child is an opportunity for learning—not only for the child, but for the educator as well.

We believe children are constantly showing us who they are, what they are wondering, and where they are ready to grow.

Our responsibility is to notice. To listen.

To wonder alongside them.

Because while lesson plans may change...

Our commitment to meaningful learning never does.

"The best learning begins with a child's question."

Our Partnership with Families

"The strongest foundation for a child's success is a partnership built on trust, communication, and mutual respect."

Children thrive when the important adults in their lives work together.

Families are a child's first teachers.

As educators, we are honored to continue that journey alongside you.

Our role is not to replace the love, guidance, and values children receive at home, but to build upon them through meaningful relationships and shared experiences.

We believe open communication, mutual respect, and trust create the strongest foundation for children's growth and development. When families and educators work together with a shared purpose, children experience consistency, confidence, and a true sense of belonging.

For many families, Lily Pad is more than a preschool. It is a community that grows alongside the children and families we serve. We have had the privilege of watching children who once learned within our learning environments return years later as educators, helping to inspire and guide the next generation of children.

To us, that is the greatest compliment we could ever receive.

It reminds us that what we are building is more than a school.

We are building a legacy of learning, relationships, and family.

As you become part of the Lily Pad family, we hope your story becomes part of that legacy as well.

Because raising children was never meant to be done alone.

It takes a community.

And we are honored to be part of yours.

At Lily Pad, we believe the best learning happens when home and school grow together.

"Families may join Lily Pad for a season, but they remain part of our story for a lifetime."

Our Shared Commitments

"Strong partnerships are built when everyone shares the same purpose—to help every child thrive."

The most successful partnerships are built on mutual trust, open communication, and a shared commitment to children.

Just as we make promises to the families we serve, we also recognize the importance of being intentional in the commitments we make to you. Every decision we make is guided by what we believe is in the best interest of children and the relationships we build together.

Our commitment is not simply to provide quality early education—it is to create a place where children and families feel welcomed, supported, respected, and truly known.

Our Commitment to Your Family

As your partners in early childhood education, Lily Pad Early Learning Center is committed to:

- Knowing every child as an individual and honoring their unique strengths, interests, and abilities.
- Providing a safe, nurturing, and thoughtfully prepared learning environment where children feel a true sense of belonging.
- Creating meaningful learning experiences that inspire curiosity, creativity, confidence, and independence.
- Communicating openly, honestly, and respectfully with families.
- Listening, collaborating, and working together whenever questions or concerns arise.
- Celebrating the everyday moments that make childhood meaningful and sharing those moments with your family whenever possible.
- Treating every child and family with kindness, dignity, compassion, and respect.
- Maintaining the highest standards of professionalism, safety, and quality care.

We believe every family deserves to feel welcomed, heard, respected, and supported throughout their child's journey.

"The little moments often become the biggest memories."

How Families Help Lily Pad Thrive

"A strong school community is created when families and educators walk alongside one another with trust, kindness, and a shared purpose."

By choosing Lily Pad Early Learning Center, you are becoming part of a community built upon relationships, respect, and a shared commitment to childhood.

We ask our families to partner with us in creating the kind of environment where every child feels safe, valued, and inspired to learn.

Together, we can provide children with the consistency and encouragement they need to flourish.

As a Member of the Lily Pad Family, We Ask That You:

- Partner with us through open, honest, and respectful communication.
- Read school communications and stay informed of important announcements and events.
- Keep emergency contacts, medical information, and enrollment records current.
- Support school policies that help us maintain a safe and respectful learning environment.
- Arrive on time for drop-off and pick-up whenever possible, allowing children to fully participate in the rhythm of our day.
- Trust that every decision we make is guided by what is in the best interest of children.
- Treat fellow families, children, and our educators with kindness, patience, and respect.
- Work alongside us when challenges arise, remembering that we share the same goal—helping your child grow into a confident, kind, and curious learner.

Children learn from the relationships they see every day.

When families and educators communicate with trust, respect, and kindness, children experience a community where they feel secure, supported, and deeply valued.

Together, we create the community our children deserve.

"Children are always watching how the important adults in their lives work together."

Where Our Values Become Practice

"The culture we create is protected through the everyday practices we share together."

The first pages of this guide introduced you to the heart of Lily Pad—our beliefs, our philosophy, and the relationships that define our community.

The pages that follow explain the everyday practices that allow those values to come to life.

These practices have been thoughtfully developed to create consistency, support meaningful partnerships, protect children's well-being, and provide the safe, respectful, and nurturing environment every child deserves.

While some of these practices are required by licensing regulations and state law, many reflect the values that have shaped Lily Pad since its beginning.

Together, they help create the kind of community where children are known, families are valued, educators are supported, and childhood is honored.

As you continue reading, we invite you to view these practices not simply as requirements, but as the shared commitments that allow our entire community to thrive.

The heart of Lily Pad never changes.

These practices simply help us protect it.

Beginning Our Day Together

"Every morning is a new beginning, and every child deserves to start their day feeling welcomed, safe, and ready to learn."

The beginning of each day sets the tone for everything that follows.

A calm, consistent arrival helps children feel secure, build confidence, and transition successfully from home to school.

We encourage families to allow enough time each morning for a meaningful goodbye, helping children begin their day feeling supported and ready to engage with their learning environment.

Our educators are available to warmly welcome each child, assist with the transition into the classroom, and help children settle comfortably into the rhythm of the day.

To support our learning community, we ask families to arrive before our morning learning experiences begin whenever possible. Arriving on time allows children to participate fully in classroom discussions, group gatherings, and the shared experiences that help build connection and belonging.

We understand that life occasionally brings unexpected delays. If your child will be arriving later than usual, we simply ask that you communicate with us so we can prepare for their arrival and ensure a smooth transition into the day's activities.

Beginning our day together with consistency, communication, and care helps every child feel confident, welcomed, and ready to learn.

School Hours

Beginning **October 1, 2026**, Lily Pad Early Learning Center will operate under one unified schedule for all age groups.

Hours of Operation

Monday through Friday

7:00 a.m. – 5:00 p.m.

This consistent schedule allows us to better serve our families while creating a predictable daily rhythm for children and educators alike. It also supports our commitment to providing meaningful learning experiences, consistent staffing, and a healthy work-life balance for our team.

"A peaceful morning creates space for a joyful day."

The Value of Consistency

"Children flourish when they experience the comfort of familiar routines, trusted relationships, and a community they can count on."

Consistency is one of the greatest gifts we can offer young children.

While every family occasionally experiences illness, appointments, vacations, and unexpected events, regular attendance allows children to fully experience the relationships, routines, and learning opportunities that make our community so meaningful.

Children build confidence when they know what to expect.

They develop lasting friendships by sharing experiences over time.

They gain independence through familiar routines.

And they become deeply engaged in long-term investigations and projects that often unfold over several days or even weeks.

When children are consistently present, they don't simply attend school.

They become an important part of the learning community.

We understand that life happens, and we know there will be times when your child cannot attend. Whenever possible, we simply ask families to communicate with us so we can support your child and prepare for their return.

Our goal is never perfect attendance.

Our goal is helping every child feel connected, confident, and excited to return each day.

Children don't just learn from lessons.

They learn from belonging.

"Belonging grows one day at a time."

Attendance Guidelines

"Consistency helps children feel secure, connected, and ready to learn."

To help each child fully participate in our learning community, we ask families to support consistent attendance whenever possible.

While we understand that illnesses, appointments, and family events will occasionally arise, regular attendance allows children to build strong relationships, participate in ongoing learning experiences, and feel a true sense of belonging.

Attendance Expectations

- Please notify the school as soon as possible if your child will be absent for the day.
- If your child will be arriving later than usual, please call or message the school so our educators can prepare for their arrival.
- Children arriving after the morning learning experiences have begun will be welcomed into the learning environment in a way that minimizes disruption for the class.
- If someone other than an authorized individual will be picking up your child, please notify the school in advance.

Vacations & Planned Absences

We encourage families to notify the school of planned vacations or extended absences whenever possible. Advance notice allows us to plan staffing and classroom experiences more effectively.

Families enrolled in our **Quarterly Tuition Plan** receive the benefit of four weeks built into their annual tuition structure. Because these weeks are already included within quarterly pricing, additional vacation credits are not available.

Late Arrivals

We understand that unexpected delays occasionally happen, and we appreciate families communicating with us when they occur.

Consistent arrival times help children transition successfully into their learning environment while allowing classroom routines and learning experiences to begin with minimal interruption. When repeated late arrivals continue after communication with the family, a **Late Arrival Fee** may be assessed as outlined in the **Tuition & Fee Schedule**. This fee is intended to encourage consistency and support the smooth operation of our learning community rather than serve as a penalty.

Caring for Our Community

"One child's health affects every child, every family, and every educator within our community."

Caring for children means caring for our entire community.

Young children learn, play, and grow through close relationships with one another. They share learning materials, outdoor spaces, conversations, laughter, and countless everyday experiences. Because of these close connections, illnesses can spread quickly within an early childhood setting.

Our health practices are not intended to create inconvenience for families. Rather, they exist to protect every child, every educator, and every family who walks through our doors.

When children who are ill remain home, they are given the opportunity to rest, recover, and receive the care they need while helping protect classmates, educators, and families from unnecessary exposure to illness.

Likewise, when educators become ill, they remain home so they can recover fully and return ready to provide the attentive care every child deserves.

We know that keeping a child home is not always easy. It may require adjustments to work schedules, family routines, and other responsibilities. We never take that decision lightly. We sincerely appreciate the partnership and understanding of our families as we work together to honor the health, well-being, and safety of every child, every educator, and every family in our community.

Our goal is not simply to reduce the spread of illness.

Our goal is to create a community where children can learn, explore, and thrive together in an environment that values the well-being of everyone.

When we care for one another...

We create a community where every child can thrive.

Health & Illness Guidelines

"The following guidelines help us protect the health and well-being of every member of our learning community."

To support a healthy environment for all children and educators, Lily Pad Early Learning Center follows the health guidelines outlined below. These practices are based upon California Community Care Licensing regulations, recommendations from public health authorities, and our commitment to providing a safe and healthy learning environment.

Children should remain home if they have:

- A fever of **100.4°F or higher**
- Vomiting within the previous 24 hours
- Diarrhea (two or more loose stools within a 24-hour period)
- An unexplained rash or skin condition not yet evaluated by a physician
- Eye drainage consistent with conjunctivitis (pink eye)
- Persistent coughing that interferes with participation or is accompanied by illness
- Difficulty breathing or wheezing not controlled by prescribed medication
- Any contagious illness requiring exclusion under California licensing or public health guidance
- Symptoms or behaviors that prevent a child from comfortably participating in the normal rhythm of the day or that require more individual care than can reasonably be provided while safely supervising the entire learning community.

Returning to School

Children may return when symptoms are improving, they can comfortably participate in the school day, and their care needs can be safely met within the classroom. Return timelines may vary based on the illness, current public-health guidance, or direction from a healthcare provider or public-health agency. A physician's note may be requested when needed.

Illness During the School Day

If a child becomes ill while at Lily Pad, families will be contacted and must arrange pickup **as soon as possible, and no later than one hour after notification**. Families should maintain an authorized emergency contact who can pick up when they are unavailable.

Knowing Each Child

"No one knows a child better than the people who love them. Our goal is to know them well, too."

At Lily Pad Early Learning Center, every child begins their day with a brief wellness observation.

While we look for obvious signs of illness such as fever, coughing, or other symptoms, our observations extend beyond physical health.

Our educators take time to notice each child's energy, mood, comfort level, and overall well-being because we know that children often communicate how they are feeling through their behavior long before they can express it with words.

Sometimes a child arrives tired.

Sometimes they are unusually quiet.

Sometimes they need extra comfort.

Sometimes they simply are not themselves.

These observations help us determine whether a child is ready to comfortably participate in the day's learning experiences or whether they may benefit more from a day of rest and care at home.

Whenever questions arise, we believe in partnering with families.

We will always communicate openly, share our observations, listen to your perspective, and make thoughtful decisions together with your child's well-being at the center of every conversation.

Because every child deserves to be known.

Not just counted.

Not just supervised.

Known.

The better we know each child...

The better we can care for them.

Nourishing Growing Bodies

"Healthy food gives children the energy they need to play, explore, learn, and grow."

At Lily Pad Early Learning Center, we believe mealtimes should nourish children's bodies while encouraging independence, conversation, and connection.

Beginning **October 1, 2026**, families will provide a **sack lunch each day**. This change allows us to simplify our meal routine, accommodate children's individual preferences, and return more educator time to meaningful engagement with children.

Lily Pad will continue to provide daily snacks with an increased focus on **healthy, protein-rich choices** that support growing bodies and sustained energy throughout the day.

Daily Lunches

Please provide a nutritious lunch each day that:

- Is clearly labeled with your child's name.
- Includes an ice pack when refrigeration is needed.
- Contains familiar, developmentally appropriate foods your child can increasingly manage independently.
- Follows all school allergy and food-safety restrictions.

Lily Pad is a nut-free environment. Please do not send foods containing peanuts or tree nuts.

Snacks & Dietary Needs

Lily Pad provides balanced daily snacks that may include protein-rich foods, fruits, vegetables, whole grains, and other developmentally appropriate choices.

Please keep us informed of all food allergies, dietary restrictions, or medically necessary accommodations. When a specialized dietary need cannot be safely accommodated through our regular snack offerings, families may be asked to provide an appropriate alternative.

Infant Feeding

Families of infants are responsible for providing their child's formula, breast milk, and/or infant food as appropriate. All items should be prepared, labeled, and provided according to Lily Pad's infant feeding procedures.

Mealtimes are part of learning too—an opportunity to nourish, connect, and grow in independence.

Tuition & Enrollment Commitment

"Consistent enrollment allows us to provide the quality, stability, and relationships children deserve."

When a family enrolls at Lily Pad Early Learning Center, we reserve a space specifically for their child. Tuition supports not only your child's attendance, but the educators, learning environments, materials, curriculum, and daily operations that make their experience possible.

For this reason, tuition is based on **enrollment rather than attendance** and remains due regardless of absences, illness, holidays, or other days a child does not attend, except where specifically provided within your enrollment plan.

Tuition Payments

Tuition is due according to the payment schedule selected at enrollment. Families are responsible for maintaining a current account and communicating with the school promptly if questions or concerns regarding their account arise.

Quarterly Tuition Plan

Families enrolled in our Quarterly Tuition Plan are billed for **12 weeks each quarter**.

Because there are 52 weeks in a calendar year, this structure results in four weeks each year that are not billed. These built-in weeks serve as the vacation allowance for families choosing the quarterly plan; therefore, **additional vacation credits do not apply**.

Enrollment in the Quarterly Tuition Plan is limited and subject to availability. Quarterly payments must be successfully processed to remain on the plan; if a quarterly payment is unsuccessful, the account may be moved to the monthly payment plan.

Quarterly Payment Dates

Quarterly payments are processed **December 15 for January–March, March 15 for April–June, June 15 for July–September, and September 15 for October–December**.

Enrollment Holds

Tuition reserves your child's space within the program. Absences, vacations, or temporary changes in attendance do not suspend tuition or guarantee that a space can be held without payment.

Your tuition reserves more than a space. It supports the people and environment that make Lily Pad possible.

Tuition & Fee Schedule

Clear expectations help create a strong and dependable partnership.

Tuition rates are based on your child's classroom and contracted weekly schedule. **Tuition rates will remain unchanged for the 2026–2027 school year.**

Annual Tuition Review

Tuition rates are reviewed annually. Families will receive at least 30 days' advance notice of any tuition rate change.

Weekly Tuition Rates

INFANT PROGRAM *6 weeks–2 years*

Days Per Week Weekly Tuition

5 Days	\$415.80
4 Days	\$386.40
3 Days	\$357.00
2 Days	\$326.55
1 Day	\$168.00

TODDLER PROGRAM — TRANSITIONING *1½–2½ years*

As part of our **Growing Back to Our Roots** transition, the Toddler Room will conclude **no later than December 20, 2026**, and may close earlier if enrollment naturally transitions before that date.

Currently enrolled Toddler families will continue under their existing tuition rates and enrollment terms until the program concludes.

Days Per Week Weekly Tuition

5 Days	\$326.70
4 Days	\$294.80
3 Days	\$261.80
2 Days	\$228.80

PRESCHOOL & PRE-K *2–5 years*

Days Per Week Weekly Tuition

5 Days	\$302.50
4 Days	\$269.50
3 Days	\$225.50
2 Days	\$203.50

Registration Fee

A **\$100 non-refundable registration fee per child** is required at enrollment or to be placed on the waitlist when space is unavailable.

Late Tuition Payments

Tuition must be paid in full by the applicable due date. Payments not received within five calendar days of the applicable due date are subject to a \$25 late fee, plus \$10 for each additional school day the balance remains unpaid.

If the account remains unpaid, attendance may be suspended and continued nonpayment may result in termination of enrollment. Families are responsible for applicable collection costs.

Families experiencing temporary financial hardship are encouraged to communicate with Lily Pad promptly so a written payment arrangement may be considered.

Late Arrival, Late Pick-Up & Sign-In/Out Fees

Late Arrival: Unscheduled arrivals after 9:00 a.m. without at least one week's advance notice are subject to a fee of \$15 for each 10-minute period or portion thereof.

Pick-up after the scheduled closing time will result in a fee of **\$15 for each 10-minute period or portion thereof**.

Failure to use the required electronic sign-in/out system at arrival or departure will result in a **\$1 fee per occurrence**. Parents, guardians, and other authorized individuals are responsible for personally signing children in and out using Lily Pad's required electronic sign-in/out system.

Vacation Credit

Families on the standard payment plan receive **one vacation credit equivalent to their regular weekly schedule during each 12-month period**.

Vacation credit must be taken in consecutive days and requires **at least two weeks' written notice**. Children may not attend Lily Pad while using vacation credit.

Families enrolled in the **Quarterly Tuition Plan do not qualify for an additional vacation credit**, as four non-billed weeks are already built into their annual tuition structure.

If you have questions or concerns regarding your account, please communicate with us promptly. Clear communication gives us the greatest opportunity to work together.

Additional Fees & Payment Information

“Clear financial expectations help keep our partnership simple and predictable.”

Payment Methods

Lily Pad uses **Tuition Express** for automatic tuition payments. Tuition may be drafted from a checking account or eligible credit card according to the family’s selected weekly, monthly, or quarterly payment schedule.

Lily Pad operates primarily through automatic payments. Point-of-sale payments made by cash, check, or card are subject to a **\$35 processing fee per occurrence**.

Returned or unsuccessful payments are subject to a **\$35 NSF fee**, in addition to any applicable bank fees.

Drop-In Care

Additional days may be available for **\$80 per day**, subject to classroom availability and appropriate staffing.

Drop-in care is for days added beyond a child’s regular schedule and may not be exchanged for regularly scheduled days missed due to absence, illness, vacation, or school closure.

Summer Enrichment Fee

Lily Pad’s summer program includes additional experiences, activities, and materials beyond those provided during the regular school year.

The **Preschool/Pre-K Summer Enrichment Fee is \$150 per child** and is due by **June 1**. The fee is prorated for children who enroll after the summer program has begun.

If the fee is not paid by the due date, a **\$25 late fee** will be assessed, followed by **\$10 for each additional day** the balance remains unpaid.

Additional Charges

Families will be notified in advance of additional charges for special activities or field trips. When permission is required for participation, a signed permission form must be received before the child may participate.

Refunds & Credits

Tuition and fees are generally non-refundable. Credits or refunds will be provided for billing errors or when Lily Pad is unable to provide scheduled care due to staffing. Additional credits or refunds may be authorized by Lily Pad administration in special circumstances.

Subsidized Care

"Partnership and accurate documentation help ensure continued support for your child's care."

Lily Pad Early Learning Center welcomes families receiving childcare assistance through the **Placer County Office of Education (PCOE), Sierra Nevada Children's Services (SNCS), or other approved subsidy programs.**

Subsidized care is a partnership between the family, the funding agency, and Lily Pad. Families remain responsible for completing all required documentation and for any tuition, fees, or charges not covered by their subsidy.

Attendance & Documentation

Families receiving subsidized care must:

- Complete required agency attendance records accurately and on time.
- Use Lily Pad's electronic sign-in/out system each day.
- Ensure monthly attendance documentation is completed by the end of each month.
- Maintain a valid payment method on file for amounts not covered by the funding agency.

Uncovered Tuition & Fees

Any portion of tuition not paid by the subsidy program remains the family's responsibility and will be added to the family's account once agency payment has been received.

Subsidy programs may not cover all holidays, school closures, missed sign-in/out fees, late arrival fees, late pick-up fees, or other charges. **Families are responsible for all amounts not covered by their funding agency.**

Incomplete Attendance Records

When required PCOE/SNCS attendance documentation is not completed by the end of the month, the family's **full monthly tuition may be charged on the 5th** until agency payment is received.

Once payment is received, the applicable tuition amount will be refunded, less the established **\$100 fee for each monthly occurrence** of incomplete documentation.

Any unpaid family portion remains subject to Lily Pad's regular late-payment policies.

Our goal is simple: accurate records, clear communication, and uninterrupted care.

Holidays & School Closures

"Time to rest, prepare, and grow supports the quality of care we provide throughout the year."

Lily Pad Early Learning Center operates year-round with scheduled closures for holidays, professional development, classroom preparation, and other planned school needs.

Families will receive an **annual school calendar** outlining scheduled holidays, closures, early-release days, and staff development days. Because dates may vary from year to year, families are responsible for reviewing the current calendar and planning accordingly.

Planned Closures

Tuition remains due during scheduled holidays, staff development days, and other planned closures unless otherwise specified by the family's tuition plan.

Families on the standard payment plan receive the established half-tuition week during Lily Pad's winter holiday closure. Families enrolled in the Quarterly Tuition Plan do not receive an additional reduction because their four non-billed weeks are already incorporated into that plan.

Lily Pad traditionally closes for an annual **August classroom preparation week** and for a scheduled **winter holiday break**. Specific dates will be included on the annual school calendar.

Monthly Professional Development

Lily Pad closes at **4:30 p.m. on the second Friday of each month** to provide dedicated time for staff professional development, collaboration, and program growth.

Unexpected & Emergency Closures

Occasionally, Lily Pad may need to close or dismiss early due to severe weather, loss of utilities, unsafe conditions, an emergency, or another circumstance that affects our ability to safely operate.

When this occurs, families will be notified as quickly as reasonably possible and are expected to arrange prompt pick-up when requested.

Tuition credits or refunds are not provided for emergency or unexpected closures.

Why These Days Matter

Planned closure and professional-development days give our educators time to prepare learning environments, participate in training, collaborate as a team, and return ready to be fully present with the children.

When we invest in our educators and environments, we invest in our children.

Enrollment Changes & Ending Enrollment

“Clear expectations help protect the relationship between families and Lily Pad.”

Enrollment at Lily Pad is a partnership built on communication, consistency, and mutual respect. Occasionally, family needs change or Lily Pad may determine that continued enrollment is no longer the right fit.

Schedule Changes

Requests to change contracted attendance days or schedules must be submitted at least two weeks in advance and are subject to availability. Once a regularly scheduled day is released, Lily Pad cannot guarantee that the same day will be available again.

Withdrawal by Family

Families wishing to withdraw their child must provide **at least two weeks’ written notice**.

If the required notice is not provided, the family remains responsible for **two additional weeks of tuition**.

Suspension or Termination of Enrollment

Lily Pad Early Learning Center is committed to working in partnership with families when concerns arise. Suspension or termination of enrollment is considered only after thoughtful review and, whenever reasonably possible, efforts to resolve the concern in partnership with the family.

Concerns may include ongoing behavioral or safety needs that cannot be appropriately supported within the program, unpaid tuition or fees, repeated failure to follow school policies, conduct that affects the safety or well-being of the school community, or other circumstances in which continued enrollment is no longer appropriate for the child, family, or program.

When concerns involve a child's behavior or developmental needs, Lily Pad will make reasonable efforts to communicate with the family, identify appropriate supports and strategies, and work together toward a successful resolution whenever possible.

When concerns involve tuition or payment, families are encouraged to communicate directly with Lily Pad administration so reasonable arrangements may be considered when appropriate.

Lily Pad reserves the right to suspend or terminate enrollment when concerns cannot be successfully resolved or when continued enrollment is no longer appropriate. Immediate suspension or termination may occur when necessary to protect the safety or well-being of children, staff, or the school community.

Our goal is always partnership first—but safety, accountability, and the well-being of the community must remain at the center of every enrollment decision.

Safety, Emergencies & Regulatory Requirements

“The safety and well-being of every child will always guide our decisions.”

Lily Pad maintains emergency procedures designed to protect children and staff and to meet applicable licensing and safety requirements. Emergency plans are reviewed with staff and maintained at the school.

Emergency Situations

In the event of an emergency, children will be supervised and relocated as necessary according to Lily Pad’s current emergency and evacuation procedures.

Families will be contacted as soon as it is safe and reasonably possible to do so. If an emergency requires early dismissal, families or their authorized emergency contacts are expected to arrange **prompt pick-up**.

Emergency circumstances may include severe weather, fire, loss of utilities, unsafe building conditions, natural disasters, public-safety events, or other conditions that prevent Lily Pad from safely operating.

Emergency Medical Care

Families are required to complete and maintain current emergency and medical authorization forms for each enrolled child.

In an emergency, Lily Pad staff may provide appropriate first aid and seek emergency medical assistance consistent with the family’s authorization and applicable licensing requirements.

Licensing & Regulatory Authority

Lily Pad Early Learning Center is subject to oversight by the **California Department of Social Services, Community Care Licensing Division**.

As permitted by law and regulation, licensing representatives may inspect the facility and records, interview children or staff, and observe children without prior parental consent. Lily Pad will cooperate with authorized regulatory agencies as required.

Keeping Information Current

Families are responsible for keeping emergency contacts, authorized pick-up persons, medical information, and other required enrollment information current.

Preparedness is a partnership. Accurate information, clear communication, and established procedures help us respond when children need us most.

Agreement Terms

“A strong partnership begins with clear expectations and shared understanding.”

This Enrollment & Partnership Guide outlines the policies, expectations, and commitments that support enrollment at Lily Pad Early Learning Center. By enrolling, families agree to follow the policies contained within this guide, along with applicable policies and required enrollment forms provided by Lily Pad.

Compliance with Policies

Families agree to follow Lily Pad policies and procedures throughout their child’s enrollment.

Policies may occasionally be updated or amended to reflect changes in licensing requirements, school operations, safety practices, or program needs. Families will be notified of significant changes and may be asked to acknowledge updated policies in writing.

Family Responsibility

Parents and guardians are responsible for providing accurate and current enrollment information and for understanding the policies, tuition obligations, schedules, and other terms applicable to their child’s enrollment.

Questions about a policy or expectation should be brought to Lily Pad administration so they can be addressed clearly and directly.

Severability

If any provision of this agreement is determined to be invalid or unenforceable, the remaining provisions will continue in effect.

No Waiver

If Lily Pad chooses not to enforce a provision on a particular occasion, that does not waive Lily Pad’s right to enforce that provision—or any other provision—in the future.

The Partnership

This guide is intended to create clarity, not distance. Policies provide the structure that allows our relationships, classrooms, and community to thrive.

When families and educators understand what to expect from one another, we can keep our attention where it belongs—on the children.

Acknowledgement & Enrollment Agreement

“The strongest beginnings are built on trust, understanding, and partnership.”

Choosing a preschool means choosing the people who will share in some of your child’s earliest experiences away from home. We are honored to be entrusted with that responsibility.

This guide was created so families understand not only **what** we do at Lily Pad, but **why** we do it. Our policies provide structure, while our relationships with children and families bring our school to life.

Family Acknowledgement

By signing below, I/we acknowledge that I/we have received and reviewed the Lily Pad Early Learning Center Family Enrollment & Partnership Guide and understand the terms and responsibilities described within this agreement. I/we understand that enrollment at Lily Pad is subject to the terms of this agreement, applicable licensing requirements, and required enrollment forms and policies provided by Lily Pad.

I/we understand that Lily Pad may periodically update its policies or procedures in response to changes in licensing requirements, school operations, safety practices, or program needs. Families will be notified of significant changes and, when required, will be asked to review and acknowledge those changes in writing.

I/we agree to meet the responsibilities outlined in this agreement and partner with Lily Pad in supporting the safety, well-being, and development of our child.

Child & Family

Child’s Name: _____ Start Date: _____

Parent/Guardian: _____ Date: _____

Signature: _____

Parent/Guardian: _____ Date: _____

Signature: _____

Lily Pad Representative: _____ Date: _____

Signature: _____

Growing Together

Thank you for trusting Lily Pad with your child. We look forward to learning beside them, celebrating who they are, and creating a place where they feel **known, valued, and excited to grow.**