

**WOODBIDGE CHILDREN'S CENTER**

Center \_\_\_\_\_

Federal Tax ID#: 94-2774691

**ADMISSION CONTRACT**

**PARENT POLICIES**

The Woodbridge Children's Center program is for School-age children  
TK - Kindergarten through Fifth Grade  
Woodbridge admits all elementary age children, regardless of race,sex, religion, or  
national origin.

**WOODBIDGE CHILDREN'S CENTER WILL BE OPEN WEEKDAYS  
BETWEEN 7:00 am and 6:00 pm. IT WILL ALSO BE OPEN DURING SPRING,  
WINTER AND SUMMER VACATIONS. IT WILL BE CLOSED ON LEGAL  
HOLIDAYS AND THE WEEK PREVIOUS TO THE FIRST DAY OF SCHOOL**

Admission to the Woodbridge Children's Center Program will include acknowledgement  
of, and agreement to by signature, the following policies:

A non-refundable registration fee will be accepted only after contracts and Woodbridge  
Policies have been read and agreed upon, and an interview with the Center Site Director  
completed. Both parents and Site Director must agree that the child's needs can be met  
by the Center Program. Since Woodbridge hires Staff according to the number of  
children attending according to contracted hours, there will be no refunds available for  
contracted hours not used.

A **yearly** contract must be filled out completely (hours, days, times) one full week (5  
school days) in advance of the first day of the child's attendance. .

**After a contract is signed by the parent and accepted by the Site Director, only two  
changes in the contract may be made during the school year.**

**COURT ORDERS regarding child custody and parent pick-up permission must be  
presented at the time of registration, and will be kept on file with the child's  
emergency card.**

**Rates will be reviewed in January and May, and increases will be made no less than  
30 days prior to any change.**

\*\*\*\*\*

**PARENTS ARE RESPONSIBLE FOR SIGNING CHILDREN IN AND OUT  
USING THE SIGN-IN, SIGN-OUT SHEET. STATE LICENSING REQUIRES  
THAT PARENTS USE A FULL SIGNATURE (LEGIBLE) AND CORRECT TIME.  
(please do not use military time) PHOTO ID WILL BE REQUIRED FOR THOSE  
OTHER THAN PARENTS WHO HAVE PARENT PERMISSION (name must be  
on emergency card) TO PICK UP A CHILD. Parents are also responsible for**

making sure that anyone other than themselves picking up their child is fully aware of our sign in/out policy, and **PARENTS ARE RESPONSIBLE FOR ANY MISSING SIGNATURES FINES INCURRED BY THOSE OTHER THAN THE PARENTS HAVING USED THE SIGN-OUT SHEET.** This is a **LEGAL DOCUMENT**, monitored by Community Care Licensing. Licensing fines for **NON-COMPLIANCE** will be passed on to parents: the fee imposed could be \$50 up to \$150 for each piece of information missing, in addition to the \$10 fee for each missing piece to Woodbridge.

**If a child registered at Woodbridge is suspended from school, he/she may not attend Woodbridge during the time of suspension.**

**FAMILIES WHO LEAVE THE PROGRAM** may re-register for a fee of \$25 (within the same school year) on a space available basis only.

**TWO WEEKS ABSENCE WITHOUT NOTICE** will result in termination from the program.

**ACCOUNTS TWO WEEKS PAST DUE WILL RESULT IN TERMINATION FROM THE PROGRAM .**

**BEHAVIOR POLICY:** Woodbridge Children's Center reserves the right to terminate care for children whose behavior or emotional maturity is, in our judgement, unsuitable for our program. When disruptive, inappropriate, or harmful (to others) behavior becomes a continual problem, **A CHILD MAY BE TERMINATED.** Behaviors that infringe upon the rights of others, including Staff, will not be tolerated.

Some specific grounds for serious disciplinary action are; violent behavior such as; causing bodily harm (kicking, biting, attacking a Staff person, scratching, choking, intimidation (harassment), verbal put-downs, profanity/vulgar language, discriminatory remarks, racial slurs, and degrading or demeaning language, leaving the area of safe supervision (walk aways = immediate termination). A child can be suspended or terminated from the program (without credit for tuition), for repeated offenses, or **IMMEDIATELY**, if the offense is considered serious enough to warrant it.

**PARENTS MUST BE AWARE THAT THEY ARE INCLUDED IN THIS POLICY WHILE COMMUNICATING WITH STAFF.** Rough, rude, or abusive language, threatening body language, use of profanity either on the phone or at the Center, can result in the removal of that parent's child from the program.

**ILLNESS;** Please be aware that any staff member can refuse to admit a child with any of the following signs of illnesses: temperature over 100 degrees; diarrhea or vomiting; head lice/nits; rash; impetigo; nasal , eye, or ear discharge, or any contagious ailment.

**.In the event of a medical emergency, every effort will be made to contact parents. If parents cannot be reached, Woodbridge will seek whatever medical care is necessary for the well being of the child, including a “911” call.**

**MEDICINE:**

**All Staff at Woodbridge are trained in CPR and First Aid. When a child gets hurt we will assess the child/children, clean the injury and apply a band-aid if necessary. If a child’s injury requires medical attention the parent will be called immediately, and if necessary a 911 call.**

**INCIDENTAL MEDICAL SERVICES: Woodbridge will administer prescription and non-prescription medications. If your child must take a medication while at Woodbridge, you must request and complete a medical authorization form (lic. 9221), which includes written instructions, including the exact dosage and times to be administered. The medicine must be in its original container and must show the name of the child, prescription #, name of the doctor, and administration instructions. ONLY STAFF TRAINED IN ADMINISTERING MEDICATIONS WILL DO SO. THIS INCLUDES BUT IS NOT LIMITED TO EPI-PENS, ALBUTEROL INHALERS, AND ANY OTHER MEDICATIONS.**

**AUTHORIZATION MUST BE ON FILE FOR A CHILD TO WALK HOME ALONE.**

**A CHILD MAY BE PICKED UP BY A SIBLING WITH WRITTEN PARENTAL PERMISSION ONLY.**

**MANDATED CHILD ABUSE REPORTING:**

**The State of California requires that all members of Day Care institutions be on the lookout for, and report to the State, any and all cases of suspected child abuse and/or neglect.**

**Woodbridge reserves the right to refuse service to anyone and to cancel a contract at any time.**

**COMMUNITY CARE LICENSING HAS THE RIGHT TO INTERVIEW CHILDREN OR STAFF, AND TO AUDIT CHILD OR FACILITY RECORDS WITHOUT PRIOR CONSENT.**

**Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_**

**Name(print) \_\_\_\_\_ Child’s Name \_\_\_\_\_**

**Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_**

**Name(print) \_\_\_\_\_ Child’s name \_\_\_\_\_**

**SITE DIRECTOR’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**