

WOODBRIIDGE 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. Woodbridge Centers are open weekdays between the hours of 7:00 a.m. and 6:00 p.m. The Centers are also open during "All Day Woodbridge" days when school is closed, Spring Break, Winter Break and Summer Camp weeks. Woodbridge is CLOSED on Legal Holidays and some days during the week before school starts.

Admission to the Woodbridge Children's Center Program will include acknowledgement of, and agreement to by signature, the following policies: The yearly contract must be filled out completely, (hours, days, times) The non-refundable registration fee will be accepted only after contracts and Woodbridge policies have been read and agreed upon, and an interview with the Site Director completed. Both parents and Site Director must

agree that the child's needs can be met with the Center Program.

Since Woodbridge hires Staff according to the number of children contracted to attend daily, there will be no refunds available for contracted hours not used. 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 information.

Rates will be reviewed in January and April, and any increases for the upcoming school year will be made at those times.

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) WITH THE 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 ASSURING THAT ANYONE OTHER THAN THEMSELVES PICKING UP THEIR CHILD IS FULLY AWARE OF OUR SIGN-IN/OUT POLICY, AND THAT PARENTS ARE RESPONSIBLE FOR ANY MISSING SIGNATURES OR FINES INCURRED BY THOSE OTHER THAN THE PARENTS WHO HAVE USED THE SIGN-OUT SHEET. THIS IS A LEGAL DOCUMENT, MONITORED BY COMMUNITY CARE LICENSING.

ANY LICENSING FINES FOR NONCOMPLIANCE WILL BE PASSED ON TO THE PARENTS. FINES IMPOSED FOR NON-COMPLIANCE COULD RANGE FROM \$50 -\$150 FOR EACH PIECE OF MISSING INFORMATION, 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. ILLNESS: If a child is absent because of illness with fever, he/she may not return to Woodbridge until fever free for 24 hours. Please be aware that any staff member can refuse to admit a Child with any of the following signs of illness: 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. INCIDENTAL MEDICAL SERVICES: Woodbridge will administer prescriptions and nonprescription 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 Doctor, and administration instructions. ONLY TRAINED STAFF IN ADMINISTERING MEDICATIONS WILL DO SO. THIS INCLUDES, BUT IS NOT LIMITED TO EPIPENS, 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.

Families who leave the program for longer than two weeks must re-register for a fee of \$25 on a space available basis only. ACCOUNTS TWO WEEKS PAST DUE WILL RESULT IN TERMINATION FROM THE PROGRAM.

BEHAVIOR POLICY:

Periodically, Woodbridge Children's Center reviews its policies and procedures to ensure that they are fair, clear, and comprehensive. Woodbridge 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 becomes a continual problem, a child may be terminated. Behaviors that infringe upon the personal rights of others, including Staff, will not be tolerated. The following are examples of inappropriate behavior, and include, but are not limited to, violent behavior such as causing bodily harm, (kicking, biting, attacking a Staff member, scratching, choking, intimidation, harassment, verbal put downs,

profanity, vulgar language, discriminatory remarks, racial slurs, degrading or demeaning language, Leaving the area of supervision, (walk aways=immediate termination), shoving. In addition, sexual innuendos or anything that can be perceived as sexual harassment is considered inappropriate. 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. Consequences will be in keeping with the severity of the behavior and age of the child. If a child registered at Woodbridge is suspended from school, he/ she may not attend Woodbridge during the time of suspension. Parents must be aware that they are included in this policy while communicating with the 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.

Community Care Licensing has the right to interview children or Staff, and to audit child or facility records without prior consent.

Because we are licensed by the State of California to provide a supervision ratio of 1 adult to 14 children, we are unable to provide one on one. Please speak with your Site Director regarding possible resources regarding this issue.

PLEASE SIGN BELOW WITH LEGIBLE SIGNATURES:

Parent/Guardian signature _____ date _____

Name (print) _____ Child's name _____

Parent/Guardian signature _____ date

Name (print) _____ Child's name _____

Site Director's signature _____ date _____