

ENROLLMENT AGREEMENT

THIS AGREEMENT is made and entered into by and between the undersigned, **KidsZone Preschool Academy**, 1206 Lincoln Avenue, Pasadena, CA 91103-2458 (“KidsZone”), on the one hand, and _____ (“Family”), on the other hand.

Name of Parent(s): _____
 Address: _____
 Mailing Address (if different than above): _____
 E-mail Address(es): _____
 Home Phone: _____ Work Phone: _____ Cell: _____

Name of Child: 1. _____ Date of Birth: _____ Age: _____
 2. _____ Date of Birth: _____ Age: _____
 3. _____ Date of Birth: _____ Age: _____
 4. _____ Date of Birth: _____ Age: _____

ANNUAL NON-REFUNDABLE \$200.00 REGISTRATION FEE PER CHILD IS DUE AT TIME OF ENROLLMENT & the 1st FRIDAY IN JANUARY OF EACH YEAR

1. **Days of Operation:** Monday through Friday, excluding holidays listed below.
2. **Preschool Hours:** 7:00 AM to 6:00 PM
Extended Hours: 6:00 AM to 7:00 AM
3. The child/children will be placed according to the schedule below:

Monday	Tuesday	Wednesday	Thursday	Friday
____ AM	____ AM	____ AM	____ AM	____ AM
____ PM	____ PM	____ PM	____ PM	____ PM

This agreement allows for ten (10) hours of child care/preschool. Choose your hours accordingly. If your schedule requires consideration outside 10 hours of care per day, please contact the administrative office to discuss.

Unless you have made a prior arrangement, due to a doctor/speech appt, etc. your child is required to be in class no later than 9:30am each morning. If you're unable to do so, please keep your child home to prevent interruptions in our day. Please give us the courtesy of a phone call by contacting us at (626) 345-5922 if your child will be late.

WEEKLY TUITION SCHEDULE
 Annual Registration & Materials Fee \$200.00
Non-Refundable

FULL-TIME INFANT WEEKLY FEE:	\$450.00
Part-Time M-W-F	\$435.00 Full Day
Part-Time Tu-Th	\$300.00 Full Day
TODDLER ROOM:	18-36 Months
Full-Time (18-24 mos)	\$450.00
Full-Time (24-36 mos)	\$350.00
Part-Time M-W-F	\$435.00 Full Day
Part-Time T-Th	\$300.00 Full Day
Non-Potty-Trained Fee	over 3 yrs. add'l \$50.00/wk.
PRE-SCHOOL	2-5 Years Old
Full-Time	\$350.00
Part-Time M-W-F	\$325.00 Full Day
Part-Time Tu-Th	\$300.00 Full Day
Non-Potty-Trained Fee	over 3 yrs. add'l \$50.00/wk.
HALF-DAY PROGRAM TUITION	(Session Rates)
Infant/Toddler Option:	Morning 8:00 AM-12:00 PM \$350
Infant/Toddler Option	Morning 7:00 AM-12:00 PM \$375
	Afternoon 3:00 PM-6:00 PM \$350
HALF-DAY PROGRAM TUITION	(Session Rates)
2-5 yr. old	Morning 8:00 AM-12:00 PM \$300
	Morning 7:00 AM-12:00 PM \$350
	Afternoon 3:00 PM-6:00 PM \$300
Non-Potty-Trained Fee	over 3 yrs add'l \$50.00/wk.
DAILY RATE	\$150/day, 2-day minimum

****FOR OPTIONS CLIENTS- REGIONAL MARKET RATES APPLY****
Fiscal Year 2020-2021 (7/1/20-6/30/21)



Annual Paid Holiday Calendar

NOTE: It is the responsibility of the parent to check the calendar for the actual dates each year. A list of holidays will come out in the annual contract each year, and a reminder will be posted on the “Parent Board.” Under no circumstances will KidsZone be available on these days. Payments are do on the last open business day prior to the said holiday.

DATES TO REMEMBER

January 1	New Year’s Day
January 20	Martin Luther King Birthday
February 17	President’s Day
May 25	Memorial Day
July 3	Day Before Independence Day
September 7	Labor Day
October 12	Indigenous Peoples’ Day
November 11	Veteran’s Day
November 26	Thanksgiving
November 27	Day After Thanksgiving
December 21 thru 25	Week of Christmas
December 31	New Year’s Eve

Revised: December 16, 2019



Supply List

All supplies must be labeled with your child's name. You Maine Will need to provide the following things to be left at Kidszone preschool Academy.

Any over-the-counter medication that you may wish to be used. This must have the child's name on it. Remember, we will always ask your permission before administering any medication, or a form will need to be filled out.

Proper outerwear for outside play

One blanket, one sheet and a small pillow

Swimsuit, towel and sunscreen during summer months

FOR CHILDREN NOT YET TOILET TRAINED:

- * Diapers or pull-ups– One full package. We will notify you when supplies are low.
- * One box of baby wipes—at least 80-100 count. We will notify you when supplies are low.
- * Two changes of clothes t-shirt, sleeper, outfits and socks. Careful attention must be made to maintain current sizes left at the facility.
- * Any cream, powder, Mylicon, etc. that you wish to be used
- * Even though there may be medical supplies here at the facility, we will NOT give them to your child unless written permission is given. You may have the option of filling out a medical permission slip upon enrollment.
- * That way we can go ahead and give your child some medication, should the need arise, as well as notate the administration on the form.

- **It is the Parents responsibility to keep items replenished, but we will attempt to send reminders when more supplies are needed.**

Thank you for your cooperation,

Your KidsZone Management Team

Toilet Training Policy **Is your child ready?**

1. Expresses interests in coming into the bathroom with you to find out what goes on in there and perhaps even sits on the toilet himself/herself.
2. Understands what the toilet is for and understand what it means to have a wet or soiled diaper, or asking to be changed; all the better!
3. Knows the words for urinating and having a bowel movement (such as “going potty” or whatever words your family chooses).
4. Can stay dry for at least two hours at a time.
5. Has regular bowel movements with soft, formed stools.
6. Can and will follow simple directions, such as those for washing hands.
7. Can help pull pants up and down.
8. Seems to recognize at least a few seconds ahead of time that he/she’s about to go, and can tell you before it happens. Many youngsters will squat, leave the room, or get “the look” before having a bowel movement.
9. Is in a willing, receptive mood and isn’t going through any major transitions (like adjusting to a new sibling or school).
10. Demonstrates a desire for independence (for example, wants to be a big boy/girl and do it him/herself)—or better yet, shows a specific desire to use the toilet like mommy and daddy does.

FEE STRUCTURE

- **Full-Time Preschool**

Full-Time child care is based on a **five to ten** (5-10) hour day only. If your child or children are in care for **more than ten** (10) hours, you will be charged an additional fee. (This is an arranged agreement only). There will be no arrangements made past **6:00 PM**.

If you require three (3) days of childcare per week, the child must be in attendance on the same three days of each week: M-W-F or (2) days on M & W, T & TH.

If the days vary each week, the parent will be charged a full-time, weekly rate. **KidsZone** is reserving a slot for your child; childcare is not based on the parent's childcare needs.

- **Extended Hours**

Extended hours from 6:00 AM to 7:00 AM.

EXTENDED HOURS FEE: ADDITIONAL \$50.00/WEEK

For the above listed hours of care I/we agree to pay \$_____ per week, for my child/children. I/we understand that this is a guaranteed rate and includes full payment for the holidays listed below with no credit for absence.

- Your child's enrollment in **KidsZone** is based on availability – not on an as-needed basis based on the parent's child care needs. **First day of school:** _____?
- Full-Time Fees are based on a five-day (5) work week (including absences).

Part-Time/Full-Time Weekly payment is required regardless of your child's attendance for the upcoming week to secure and maintain his/her position on the preschool's roster.

Your child's enrollment at KidsZone is based on availability – not on an as-needed basis based on the parent's child care needs.

- **Payment:** Payment to **KidsZone** is due **EVERY Thursday by 12:00 PM** the via **Auto-Pay via our Brightwheel app, one week before your child attends child care.**
- **Returned Checks:** There is a **\$50.00 penalty plus bank charges** for all returned checks - no exceptions. If a second check is returned, future payments must be made in cash only.

LATE PAYMENT FEE

Please read the next paragraph and place your initials to acknowledge KidsZone’s Late Payment Policy.

initials	There is a \$15.00 late fee for EACH DAY the payment is late up until the day KidsZone receives a cash payment in full.
initials	There is a \$15.00 per day late fee for payments not paid at the specified time. If you know your payment is late, please add the late fee to your payment. If you fail to add it, you will be invoiced for the late fee. This fee is due immediately.

- Payments must be made **every Thursday by 12:00 PM** for the upcoming week.
- If the facility is **closed** on a Thursday, payment is due by the close of business on Wednesday by 12:00 PM.

LATE DELIVERY OF CHILD/CHILDREN

Initials	KidsZone is serious about the educational development of your child. Accordingly, CLASS BEGINS PROMPTLY AT 8:45 AM.
initials	When your child is delivered to school late, it disrupts the flow of class instruction and discussion. It distracts other children, impedes learning, and generally erodes class morale. Because there are a number of possible reasons your child arrives to daycare late, considering which causes are at the root of the problem can help guide teachers to appropriate responses and strategies. Understanding the reasons, however, does not require tolerating the behavior. Emergencies are understandable and should be exceptions rather than the norm. For the above reasons, please <u>deliver your child to school on time.</u>

LATE PICK-UP

If you anticipate late pick up of your child, please call KidsZone immediately. The telephone number is **626-345-5922**. Late fees still apply.

It is in the best interest of your child to make every attempt to pick him/her up from child care by the agreed upon time listed in the contract. KidsZone’s staff has personal appointments, plans, etc. outside of caring for your child/children. KidsZone’s staff would like to be confident that when personal appointments are made outside of their care for your child that appointments can be attended on time.

Please read the next paragraph and place your initials to acknowledge KidsZone’s Late Pick-Up policy.

initials	<p>If your child is picked up later than the agreed upon pick-up time, an additional charge of <u>\$15.00</u> per child will be charged for the first fifteen (15) minutes and every fifteen (15) minutes thereafter until pick up., e.g., if your scheduled pick-up is at 6:00 PM and you show up at 6:01 PM, you will be assessed a \$15.00 late fee. The next \$15.00 will be added at 6:16 PM, and so on. The late fee payment is due immediately by cash or check made to KPA. If payment is not made at the time of pick-up, the parent will be invoiced.</p>
initials	<p>OPTIONS CLIENTS are responsible for Late Fees, not the Agency.</p>

If a government agency is funding your child’s care, you, the parents are responsible for any and all penalties and late fees accrued.

IMMUNIZATIONS

Immunization of your child(ren) is required. The State of California requires KidsZone to maintain a current file for each child in our care. We must have an updated copy of your child’s immunization record in his/her file at all times. Please make certain that KidsZone receives an updated copy of your child’s immunization after every visit to the doctor.

ILLNESSES

Parents, Staff and all visitors of KidsZone are required to submit the COVID-19 Screening. Each parent that enters the facility, must complete their own individual form. If you bring a visitor to the school with you, send them the link prior to arriving at KidsZone, so that they can submit their COVID-19 Screening form, prior to their arrival. ie: grandma's, uncles, aunts, or any other family members, etc.

The screening is required every week prior to your child(ren) arriving to school. If Monday morning your child is returning; please fill out the form, Monday morning, and so on, Not Sunday. If you choose to keep your child home on Monday. The COVID-19 Screening form **MUST** be submitted on Tuesday morning and/or the day your child returns to KidsZone.

If your child is absent, even for one day, please submit a COVID-19 Screening form before he/she returns to school.

We no longer allow parents in the classroom, so please refrain from entering the classrooms. Seek assistance from the Teacher in the room to receive or hand off items for your child(ren).

The link for the screening can be found at KidsZonePreschoolAcademy.com, on the top right of the home page. You can visit the website, or cut and paste the link below into "notes" on your smart phone, and/or a computer.

<https://kidszonepreschoolacademy.com/covid-19-screening-form>

ILLNESSES

The following information are Health Department and CDC recommended guidelines that are policy here at KidsZone. **No exceptions!**

If your child(ren) is experiencing any of the following symptoms, your child(ren) must **stay home for at least 48 hours**. In order to **return to school your child must be symptom free**. Fever 100.2, Chills, Cough, Shortness of Breath, Difficulty Breathing, Fatigue Muscle, Body Aches, Headache, Loss of Taste/Smell, Sore Throat, Congestion, Runny Nose, Nausea, Vomiting or Diarrhea. **Again, please keep your child(ren) home, as there are other children, families and staff to consider.**

If your child becomes ill during his/her day here at **KidsZone**, the parent will be notified and, together, we will determine the best course of action concerning appropriate care which may include the child being picked up and taken home until all symptoms of illness have subsided.

Any medication to be administered to your child must come in a prescription bottle, clearly labeled with the child's name, amount of dosage and time of dosage. Non-prescription medicine, if needed, will also be administered if provided by the parent with WRITTEN PERMISSION ONLY.

SIGN-IN POLICY

The parent, guardian or authorized adult for drop-off or pick-up of your child is required to escort each child into the facility and properly sign in and sign out the child (ren) via the kiosk daily.

Options Clients: Your child(ren) must be signed in and out at the kiosk, in accordance with the above; additionally, your Options Paperwork must be signed in and out daily as well. At the end of each month, this paperwork must be signed no sooner/later than the last day of the month. Failure to do so will result in a late fee of \$15.00 for every day you are late to sign. Your child will not be admitted into school until the paperwork is signed. If you continue to sign late, KidsZone may terminate your agreement at any time.

NUTRITION-LUNCHES & SNACKS

Parents are required to provide their child(ren) with a balanced lunch and healthy snacks daily.

DAMAGE TO KIDSZONE PROPERTY

Reimbursement will be expected for any damage done by your child to **KidsZone's** property while in our care. The amount will reflect replacement costs.

MISCONDUCT

Any inappropriate behavior and action of a child as determined by **KidsZone** will be grounds for suspension and/or termination of this contract. This contract will be

terminated after (3) three suspensions for fighting, biting, foul or abusive language, spitting, fondling, and any other act that **KidsZone** determines to be negligible and inappropriate behavior.

WITHDRAWAL FROM KIDSZONE

Advance written notice of 30 days is required if your child permanently withdraws from **KidsZone**. Two weeks' tuition will be accepted in lieu of a 30-day notice.

KidsZone will be required to give two-week notice of cessation of care of your child **except** in instances of gross misconduct on the part of the parent or child whereby termination of the contract and withdrawal of your child will be immediate.

TERMINATION OF CONTRACT

KidsZone may terminate this contract at any time for any actions or conduct by clients deemed inappropriate by the school.

OBSERVANCE OF HOLIDAYS AND FACILITY VACATION

The following days off are paid to KidsZone. KidsZone shuts down for one week and that is the week of Christmas. Tuition is due in full, as this is a **PAID** vacation.

Please plan accordingly, as no childcare will be provided on:

New Year's Day	Labor Day
Martin Luther King's Birthday	Indigenous Peoples Day
Lincoln's Birthday	Veterans Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas 12/21-12/25
	New Year's Eve

PERSONAL VACATION TIME

As **KidsZone** exercises an annual **PAID** vacation during the week of Christmas, your child may exercise a one-week option for vacation without pay to KidsZone; said vacation can be taken after your child's consecutive **THREE MONTHS** (commencing with your child's first day at **KidsZone**) of attendance. **TWO WEEKS'** written notice is required by the parent notifying **KidsZone** that your child will be on vacation. Please send written notice via email to: admin@kidszonepreschoolacademy.com.

The week of Christmas is reserved for **KidsZone's** one-week paid vacation. Please schedule your non-tuition one week vacation during the other 51 weeks in the year. **KidsZone** must be paid for any additional time taken after the one-week option has been exercised. All days for the one-week vacation time must be taken within the same week. Vacation cannot be rolled-over into the next enrollment year and must be used during the contract year, i.e. January 1st through December 31st.

MEAL TIMES

Parents are required to provide their child(ren) with a balanced lunch and healthy AM & PM snack clearly marked, for school daily. Check your child's class schedule, as the times may vary. Please send meals in a lunch box with an ice pack and/or thermos. Please separate cold food from food that needs to be heated, i.e., place cold food in a Ziploc baggie to be easily removed from the tray, while we heat the necessary food items.

Breakfast	Please Feed Your Child Prior to Arriving.
Morning Snack	10:00AM - 10:30AM
Lunch	12:00PM - 1:00PM
Afternoon Snack	3:00PM - 3:30PM

Please do not send your child to **KidsZone** with junk food, such as gum, candy, cookies, chips, sugary cereals, etc.

Exceptions for candy, cupcakes, cookies, ice-cream, and cakes can be made for special days such as holidays and birthdays.

BIRTHDAYS

You are welcome to bring cake, cupcakes, cookies, ice cream, juice/punch, balloons, streamers, grab bags, etc. to share with your child's class mates to celebrate your child's birthday.

Please give one week's written notice of birthday party plans so that you are provided with an accurate head count for class attendance on that particular day so that every child receives treats. This allows us to ample time to notify the parents of your child's classmates so that they can decline their child's participation, if necessary. The Afternoon Snack period is our preferred time to celebrate birthdays.

DRESS CODE

Your child's everyday school attire must be clean, neat, and preferably in close-toed shoes. Child should be ready for the day when he/she arrives. Please do not deliver your child to **KidsZone** in pajamas.

PARENT RESPONSIBILITIES

Parents are responsible for items in the child's cubby. Maintenance of your child's cubby WITHOUT the necessary items listed below may be grounds for termination of your child's enrollment at **KidsZone**.

- ❑ Bedding (sheet and blanket) for rest time.
- ❑ **KidsZone** provides a one-piece Rollee Pollee Sleep Sack for \$25.
- ❑ Two complete changes of clothes (including extra underwear). PLEASE LABEL with the child's name (clothing must be weather appropriate and sizes must be maintained in the child's cubby).

KidsZone is not required to carry any of the items listed in **Parent Responsibility** above.

ADDITIONAL INFORMATION

KidsZone provides the following: Preschool curriculum, toys, books, games and learning tools. Unfortunately, we cannot provide a favorite security-comfort blanket or items that may be special to your child. If your child is one who requires a security-comfort item, it is best that you bring that item from home. If it is a stuffed animal or soft toy, you will be responsible for taking that item home on your child's last day of attendance for the week and make certain that the item is washed weekly. **Please do not bring or send with your child any personal toys, books or items other than the security-comfort item for your child.** Smaller children may not want to share and are unable to understand that personal items may get broken or taken by other children. If you choose to send your child with these items against school policy, you, the parent, will accept full responsibility for the items if damaged or lost.

SHARE DAY FRIDAY'S

Older children may be allowed to bring special items to share and discuss. These items are the child's responsibility to collect and return home.

CHILD ABUSE

All **KidsZone** staff are mandated reporters of suspected child abuse. This means we are mandated by law, to report any sign of neglect or abuse of the child in our care. If we fail to do so, we can be fined, lose authorization to provide childcare, and/or be imprisoned.

TOILET TRAINING

Please prepare your child to be potty-trained at least two-weeks prior to your child's first day at **KidsZone**. See **TOILET TRAINING** handout for details. Additionally, we understand children have accidents, so please refer to the **Parent Responsibility** policy above.

ADDRESS AND PHONE CHANGES

Any and all changes in personal address and phone numbers will be given to the provider as soon as possible. Names and numbers on the emergency form will be kept current.

MEDICAL EMERGENCIES

In the event of an emergency at school, your child will be cared for and you will be notified immediately, as well as the proper authorities if necessary.

RELEASE OF CHILD FOR PICK UP UNDER SPECIAL CIRCUMSTANCES

Note that your child will be released **ONLY** to the person, other than the parent or legal guardian, listed on the Emergency Form located in his/her **KidsZone** file. If someone other than the person listed on the Emergency Form comes to **KidsZone** to pick up your

child, the parent **MUST** give KidsZone a call followed by written permission to **KidsZone** stating that the child may be released to the person not listed on the Emergency Form.

Permission/authorization from the parent or legal guardian must be delivered in writing via Brightwheel or email to **admin@kidszonepreschoolacademy.com**, **prior to the release of your child**. The authorized person for special circumstance release of your child must show identification. A call from the parent or legal guardian giving permission may suffice as long as the person picking up the child shows identification.

TRANSPORTATION AGREEMENT & FIELD TRIPS

For field trips, children will be placed in safety-approved car seats, which will be provided by each parent. **KidsZone** staff will carry a notebook with a duplicate copy of the Emergency Form and a picture of each child attached to his/her form. Transportation of your child will be made via a travel company or chartered vehicle. Parents will be notified in advance of scheduled field trips, and **KidsZone** will request permission from each parent for their child's participation.

KidsZone will provide t-shirts to your children on day of the field trip is scheduled. The t-shirts will be washed and maintained by **KidsZone** and will remain in **KidsZone's** possession until needed. On the day of the field trip, please bring your child fully dressed to **KidsZone** as the t-shirts will be placed on your child before departure from **KidsZone** and removed from your child upon return to **KidsZone** after the field trip.

RIGHT TO PHOTOGRAPH FOR KIDSZONE

KidsZone reserves the right to photograph your child for the sole purpose of using said photograph(s) for **KidsZone's** website, social media, marketing pamphlets, and displays within **KidsZone**. Please advise, in writing, if you decline to allow **KidsZone** to use your child's photograph for the above purposes.

ENRICHMENT ACTIVITIES ARE BASED ON PARENT INTEREST & PARTICIPATION

We will introduce activities with information on how to sign up. If we don't have enough Interest from parents wanting to sign their child(ren) up to participate, the instructor will not come out. Therefore, we can't have the class. Instructors will typically ask that we have at least 5-6 children confirmed for them to come out to our facility weekly.



Children’s FORMS/RECORDS RECEIPT

- F- Fee Schedule: _____
KPA Parent
- F- Watch Me Grow Information: _____
KPA Parent
- F- KidsZone Preschool Academy Agreement: _____
KPA Parent
- F- Physician’s Report (LIC 701): _____
KPA Parent
- F- Identification and Emergency Information: (LIC 700): _____
KPA Parent
- F- Child’s Preadmission Health History – Parent Report (LIC 702): _____
KPA Parent
- F- Consent for Medical Treatment (LIC 627): _____
KPA Parent
- F- Personal Rights (LIC 613A): _____
KPA Parent
- F- Notice of Parents’ Rights (LIC 995A): _____
KPA Parent
- E- Infant/Toddler Needs & Service Plan: _____
KPA Parent
- E- KPA Requested Immunization Record – California State Law: _____
KPA Parent
- E- KPA Welcome Letter: _____
KPA Parent
- E- Annual Paid Holiday Calendar: _____
KPA Parent
- E- Supply List: _____
KPA Parent
- E- Parent Handbook: _____
KPA Parent
- E- Toilet Training Policy – Reference Sheet: _____
KPA Parent
- E- Caregiver Background Process (LIC 995E): _____
KPA Parent
- E- Child Passenger Safety Law: _____
KPA Parent
- E- Effects of Lead Poisoning Brochure: _____
KPA Parent
- E- Consent Verification for Nebulizer Care (LIC 9166): _____
KPA Parent

A separate form must be filled out for each person who administers inhaled medication to the child.

- E- Gastrostomy Tube Care (LIC 701A): _____
KPA Parent

I, _____, have received the above State Forms and
PRINT YOUR NAME
 the KidsZone Preschool Academy documents listed above. I confirm this with my signature below.

PARENT or LEGAL GUARDIAN of CHILD _____
DATE

F-Items can be found in Red Folder E-Issued at enrollment

AGREEMENTS ADDENDUM (specify):

CONTRACT CHANGES AND RENEWAL

KidsZone will give two-weeks' notice to parents prior to any significant changes in this contract. This contractual agreement will be reviewed at the beginning of each year. KidsZone will provide you with a hard copy and electronic copy (PDF) of the executed contract. Please keep a copy of the KidsZone Agreement so that you may refer to it at any time. Failure to comply with this contract will result in your child's dismissal from KidsZone

I have read and received a copy of this contract.

By signing this agreement, I agree to comply with the terms and policies stated herein.

Date: _____, 2020

By _____
Parent/Guardian Signature

Date: _____, 2020

By _____
Parent/Guardian Signature

KIDSZONE PRESCHOOL ACADEMY

Date: _____, 2020

By _____
KidsZone Preschool Academy Authorized Signer