

# kids**ZONE** PRESCHOOL ACADEMY

*Preschool Facility Number: 198020176 Infant Facility Number: 198020175*

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. _____	Age: _____
2. _____	Age: _____
3. _____	Age: _____
4. _____	Age: _____

\*\*\*\*\*  
**ANNUAL NON-REFUNDABLE \$200.00 REGISTRATION FEE PER CHILD IS DUE AT TIME OF ENROLLMENT & the 1<sup>st</sup> 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

**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**.

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

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

***\*OPTIONS CLIENTS- REGIONAL MARKET RATE WILL APPLY\****

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.

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.
- 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 week before your child attends child care.**
- **Returned Checks:** There is a **\$38.00 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 <b>\$15.00 late fee for <u>EACH DAY</u> the payment is late</b> up until the day <b>KidsZone</b> receives a cash payment in full.
_____ initials	There is a <b>\$15.00</b> per day late fee for payments not paid at the specified time. <b>If you know your payment is late, please add the late fee to your payment.</b> 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	<b>KidsZone is serious about the educational development of your child. Accordingly, CLASS BEGINS PROMPTLY AT __:__ AM.</b>
_____ initials	<b>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</b>

	<p><b>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, <u>deliver your child to school on time.</u></b></p>
--	---

**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.

<p>_____</p> <p>initials</p>	<p><b>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.</b></p>
<p>_____</p> <p>initials</p>	<p><b>OPTIONS CLIENTS are responsible for Late Fees, not the Agency.</b></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.

**SIGN-IN POLICY**

The parent, guardian or authorized adult for pick-up of your child is required to escort each child into the facility and properly sign in and sign out that child daily.

## **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  
Martin Luther King's  
Birthday  
Lincoln's Birthday  
Washington's Birthday  
Memorial Day  
Independence Day**

**Labor Day  
Indigenous Peoples Day  
Veterans Day  
Thanksgiving Day  
Day After Thanksgiving  
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](mailto: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 1<sup>st</sup> through December 31<sup>st</sup>.

## **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.

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

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.

## **ILLNESSES**

**No child will be accepted with a fever in excess of 100.2 degrees.** If he/she is experiencing vomiting, diarrhea, colored mucous with runny nose or any potentially contagious disorder, please keep your child at home as there are other children 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.**

## **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.





**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