**LITTLE TREASURES ADMISSION AGREEMENT**

Thank you for choosing Little Treasures as your childcare provider. This agreement is intended to clarify terms that pertain to our program. Please read and initial after every paragraph.

This agreement is made between Little Treasures and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the authorized representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (initial) \_\_\_\_\_\_

The date of admission shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. (initial) \_\_\_\_\_\_

The hours of attendance shall be \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_. (initial) \_\_\_\_\_\_

The days of attendance shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (initial) \_\_\_\_\_\_

Payment options: (circle one)

1st of every month 1st & 15th of every month Weekly Other: \_\_\_\_\_\_\_\_\_\_\_

There is a 5 day grace period after the due date. Example: you can pay up to the 5th of the month without accruing late charges. (initial) \_\_\_\_\_\_\_

Late fees will be charged as of the 6th day of the month. You will be charged $10.00 per day that the payment is late. This will include weekends and holidays. (initial) \_\_\_\_\_\_

The first payment is due on \_\_\_\_\_\_\_\_\_\_\_\_ and then \_\_\_\_\_\_\_\_\_\_\_\_ thereafter. (initial) \_\_\_\_\_\_

All checks/payments must be payable to Little Treasures. (initial) \_\_\_\_\_\_

The rate for this child’s position is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month. (initial) \_\_\_\_\_\_

All fees for this child shall be paid by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (initial) \_\_\_\_\_\_

Rates:

|  |  |  |  |
| --- | --- | --- | --- |
| Age Groups>>>>>> | Infant (6 weeks - 24 months) | Preschool ( 2 years to 5 years) | School Age (6 years to 12 years) |
| Full Time | $1,225.00 | $825 | Vacation 775.00 |
| After School Only | N/A | N/A | 500.00 |
| 5 Half days | See director | 610.00 | Vacation 605.00 |
| 4 Full days | 1,010.00 | 715.00 | Vacation 670.00 |
| 4 Half days | See director | 565.00 | Vacation 530.00 |
| 3 Full days | 800.00 | 580.00 | Vacation 545.00 |
| 3 Half days | See director | 455.00 | Vacation 425.00 |
| 2 Full days | 585.00 | 415.00 | Vacation 390.00 |
| 2 Half days | See director | 335.00 | Vacation 315.00 |

Children in diapers or pull-ups that are enrolled in the preschool are and additional $10.00 per month. (initial) \_\_\_\_\_\_

There is a $60.00 enrollment fee for the first child, and $100.00 for two or more children.

(initial) \_\_\_\_\_\_

Families with 2 or more children receive a $10.00 per month discount per family. This applies to families who pay in advance only. (initial) \_\_\_\_\_\_\_

Drop in fees for children 0-2 is $75.00 per day, if available. Drop in fees for all other ages is $55.00 per day, if available. (initial) \_\_\_\_\_\_

We take frequent fieldtrips and may ask for additional fees to help with the fieldtrip expenses. These fees are not included in the monthly tuition. We will ask for a fieldtrip consent form prior to the field trip. If the form or the extra fees are not turned in by the designated date, your child will be unable to attend the fieldtrip. (initial) \_\_\_\_\_\_

If additional care is needed, beyond contracted hours, the center must be telephoned promptly. If prior arrangements are not made, there will be a charge of $5.00 per hour. This applies to children who are enrolled on a part time basis. Please telephone in advance or the fee is $5.00 per every 15 minutes that you are late before 6:00 pm. (initial) \_\_\_\_\_\_

There is a $1.00 per minute fee charged after closing hours. Preschool Room and School age Room closing hours are 6:00 pm. Infant Room closing hours are 5:30 pm. The fee is payable to the teacher at the time of pickup. (initial) \_\_\_\_\_\_

The child’s paperwork will need to be filled out completely and returned to the center, along with the enrollment fee and half of the first months tuition to hold a position. Positions will only be held until the first of the next month. (fees to hold position applied to first months tuition and are non-refundable) (initial) \_\_\_\_\_\_

Please notify Little Treasures in advance if enrollment is no longer needed, prior to the date of admission. The enrollment fee and/or deposit for all positions is non-refundable. (initial) \_\_\_\_\_\_\_

All returned checks will be charged a fee of $35.00. Payment for the amount due plus the $35.00 fee must be made in the form of cash, cashiers check, or money order (only) within 24 hours of notice. (initial) \_\_\_\_\_\_

All days the child is not in attendance, when he/she is regularly scheduled, are charged the same as days in attendance. This includes holidays. No exceptions will be made. (initial)\_\_\_\_\_\_

When the child will be absent, the center must be notified. After 3 consecutive days of absence, without notice, we will make the child’s position available to other children. (initial) \_\_\_\_\_\_

If your childcare tuition is paid by a payment program, all necessary paperwork must be completed and a signed copy of the contract must be on file prior to or on the first day of your child’s attendance. Authorized adults are responsible for all charges not covered by the payment program. (initial)\_\_\_\_\_\_

The childcare agreement is made with the parent and/or legal guardian. It is the responsibility of the person signing the admission agreement to give a written 2 week notice. A payment program may not terminate the contract between the parent and center. (initial) \_\_\_\_\_

All children who have agreements involving children who’s care is funded at government prescribed rates, may specify that the date of a government rate change shall be considered the effective date for basic service modifications and no prior notice is necessary. (initial) \_\_\_\_\_\_

The responsible adult, signing this agreement, understands that a two week notice must be given, or be responsible to pay two weeks tuition upon the termination of childcare. If the responsible adult does not agree with this clause or any other clause in this agreement, do not sign this form; we will be unable to provide care for your child. (initial) \_\_\_\_\_\_

No refunds will be issued, unless a parent has paid one-month tuition in advance and has given a two week termination notice. Remaining credit, less the two week notice period, will be sent by mail and shall be received no later than 30 days after the last day of attendance. All refunds will be sent in the form of a check to the responsible adult whom pays the tuition. (initial) \_\_\_\_\_\_

Upon the unfortunate death of a child enrolled; no termination notice is required, nor will fees accrue. This admission agreement will become null and void. (initial) \_\_\_\_\_\_

The basic services offered to your child are listed below:

> Breakfast, PM snack and Lunch are provided daily

> A quiet/rest time will be offered

> Outdoor play time will be offered

> Active play time and quiet play time will be offered

> Diapering, toileting, and hand washing will be offered throughout the day

> Constant supervision

Note: These are only basic services and are listed to meet licensing requirements. (initial) \_\_\_\_\_\_

Parents will be given a 6-week advance notice prior to:

> Changes in fees

> Unanticipated closed days

> Changes in your child’s schedule

> Mealtime changes

> Changes of location

> Any other changes effecting your child (initial) \_\_\_\_\_\_\_\_

The Department of Social Services and other law enforcement agencies have the right to interview and view children’s files without prior permission. (initial) \_\_\_\_\_\_

All preschool parents need to provide their child with a crib sheet, pillow case, and blanket for nap. All preschool bedding needs to be removed at the end of the week and needs to be laundered and returned the following Monday. If bedding is not returned the next day of attendance, your child will be unable to nap. (initial) \_\_\_\_\_\_

All infant parents need to provide a clean, fitted crib sheet for their infant daily. If your child attends the infant program, bedding must be removed and laundered daily. Loose items such as blankets, stuffed toys, mobiles, etc are prohibited by licensing regulations. If bedding is not returned for this class, your child will be unable to attend. (initial)\_\_\_\_\_

All bedding and personal items must be marked with permanent marker. (initial) \_\_\_\_\_\_

Allergies to meal components offered, must be documented by a physician. A CACFP “Decline Form” and Doctor’s Form will be provided by the center to be filled in by your child’s physician. (initial) \_\_\_\_\_\_

A parent agrees to read our discipline policy and agrees to meet with our Director regarding a child’s behavior if the need shall arise. Children who are harming other children, staff, or school property will be expelled immediately until a parent conference and plan of action is agreed upon. (initial)\_\_\_\_\_\_

Parents agree to provide the center with diapers and wipes when needed. If Little Treasures supplies diapers, you will be charged $1.00 per diaper. (A child will use 3 or 4 diapers daily on average).

(initial) \_\_\_\_\_\_

Parents agree to park in the marked parking spaces. No use of the fire lanes is allowed. Parents shall not double park or block other vehicles. Parents agree not to use the handicap parking, unless their automobile displays the proper placards. (initial) \_\_\_\_\_\_

Parents agree to sign their child in and out on a daily basis. This is a licensing requirement and ensures their child’s safety in case of emergency. Full signatures are required. (initial)\_\_\_\_\_\_

No child shall be left unattended in parked vehicles, nor shall any child leave the facility without a responsible adult. Parents agree to use proper car seat restraints. Little Treasures does not have any car seats available to loan. However, you are welcome to leave a car seat at the center if a relative or friend will be transporting your child. (initial) \_\_\_\_\_\_

Parents agree to periodically check the parent bulletin board and parent cubbies, located in the lobby, for any events and information pertaining to their child. (initial) \_\_\_\_\_\_

Little Treasures has a facebook page where information, events, and videos and pictures are periodically posted. Parents not wanting videos and pictures of their children posted need to submit a formal request in writing to the director. (Initial) \_\_\_\_\_\_

Little Treasures prepares and provides breakfast at 8:00 am, lunch at 11:00 am, and an afternoon snack at 2:30 pm. However, due to food and health safety regulations, meals provided by Little Treasures will only be served during the designated times. We want to ensure that we are only providing food that is safe for consumption. This does not apply to infants under the age of 1 year old that are still on an eating schedule of approximately every 2 hours and food that is provided by parents. (Initial) \_\_\_\_\_\_

Menus for meals are posted in the parent lobby for parent benefit. Included are A, B, and C menus which rotate back to menu A after C. We provide serving portions set forth by the CACFP meal guidelines for the state of California. (initial) \_\_\_\_\_\_

Parents are welcome to bring their child additional snacks. Snacks will be allowed at the designated times of 9:15 am and 4:30 pm. Little Treasures encourages healthy eating and snacks must be of nutritional value. Items encouraged include: fruit, raw vegetables, crackers, muffin, meat, cheese, etc. We ask that items such as cookies, fruit snacks, pop tarts, doughnuts, soda, etc. not be sent to school. (initial) \_\_\_\_\_\_

Candy is absolutely not allowed for consumption at Little Treasures. Certain holiday events candy may be used as an art project, used in learning activities, or attached to card/gifts. However, it will be sent home with the child to be given at the parent discretion. (initial) \_\_\_\_\_\_

Birthdays and holidays are a time of celebration. Little Treasures allows parents to provide cupcakes and cookies for special occasions. If you do not wish for your child to consume these items, please inform your child’s teacher. (initial) \_\_\_\_\_\_

Conditions under which this agreement may be terminated:

> Parents not abiding by center rules and regulations listed in this agreement and parent handbook.

> Non payment of tuition, enrollment fees and other fees that may be charged

> Disrespect for the staff, other children, or other families enrolled in the center

> A parent may terminate this agreement upon giving a two week termination notice for any reason. (initial) \_\_\_\_\_\_

Any unpaid balances after the termination date shall be sought after in small claims court or other similar means. Late fees, childcare fees, returned check fees, and other expenses unpaid or accrued while attending the center will also be sought after. Families on a payment subsidy program are ultimately responsible for all child care fees. If expenses for your child(ren) are not paid or exceed the program limits, we will seek them from the responsible adult. (initial) \_\_\_\_\_\_

Little Treasures will administer medications if the following conditions are met:

> The medication is in its original container with the original label

> The child’s name is on the label if it is prescribed

> A consent form (provided by the center) is signed and dated

> All medication is removed from the center when the child no longer needs it. (initial) \_\_\_\_\_\_

Parents agree to read the handbook pertaining to our program. In addition, parents agree to abide by our policies. Failure to follow policies and procedures may result in a conference or immediate termination of this agreement. (initial) \_\_\_\_\_\_

Parents agree to fill out necessary and appropriate paperwork and return it prior to their child’s first day of admission. This includes a medical assessment from your child’s physician and a copy of immunization records. (initial) \_\_\_\_\_\_

No toys that provoke aggressive behavior are allowed to enter the facility. Example: swords, guns, sling shots, light savers, etc. (initial) \_\_\_\_\_\_

Little Treasures and its staff are not responsible for toys or personal belongings brought to the facility. This includes, but not limited to, lost, stolen, or broken items. We ask that parents leave these items in their vehicle, before entering the building. Personal belongings such as jackets, blankets, sheets, spare clothing, etc. should be marked with your child’s name. (initial) \_\_\_\_\_\_

Sick children may not be admitted into the center. This includes children with a fever, diarrhea, or vomiting within the last 24 hours. Other symptoms may only be admitted at the discretion of the site Director. All children with a contagious disease, such as chickenpox, will not be admitted. Children with lice may not be admitted until **all** eggs (nits) are removed. Children with pinkeye may not be admitted for 24 hours after medication has been administered for the first time. Children with contagious skin funguses may not be admitted until the fungus has been properly treated by a medical professional. Note: These are not the policies of the Department of Social Services, but that of Little Treasures. We try to exceed the minimum standards set forth by the Department of Social Services and have the best interest of all children with these standards set by our facility. (initial) \_\_\_\_\_\_

If a child becomes ill while at the facility, a parent will be notified and the child must be picked up no more than 30 minutes after the center has made contact. At this time the child will be placed in our isolation area and be supervised while he/she waits for a responsible adult. (initial) \_\_\_\_\_\_

The director or responsible teacher, has the right to refuse a child’s daily admission if they are exhibiting signs of illness that may interfere with daily activities. This includes the right to refuse daily admission if your child had been sent home the prior day due to signs of illness (including, but not limited to, vomiting, fever, or diarrhea). Note: If you feel that your child is too ill to go outside or participate in class activities, your child is too ill to be at school. (initial) \_\_\_\_\_\_

If a parent cannot be located, a responsible, authorized adult from the child’s file will be called to pick the child up from the facility. (initial) \_\_\_\_\_\_

The responsible parent/guardian understands that this is a legal agreement and is required that all contents in this agreement must be understood, followed, and agreed upon prior to the child’s admission into the facility. The signature below signifies that you agree to and understand all conditions of this agreement.

Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_