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| Child’s Name: |

Little Ferns Child Development Center
Enrollment Contract

**CENTER HOURS OF OPERATION**

The center is open from 6:30am to 5:30pm Monday-Friday. At no time may you drop your child off before 6:30am and pick up any later than 5:30pm. Pick up any later than 5:30pm will result in a $20.00 late pick up fee, and every additional 1 minute late will result in a fee of $10 per minute. This also applies to half day children too. Our time should be respected, as we have personal schedules and families to attend to.The center will be closed on the holidays listed in our holiday closure schedule. The Center Director will provide a list of all holidays closing at the time of enrollment. Little Ferns reserves the right to add additional closure dates at any time, giving 30 days notice to families. There is no deduction in tuition as a result of center closures.

If I or other authorized persons fail to pick up my child and/or contact the center, and I or other authorized persons can not be reached, center staff, with in sixty minutes after closing time or in accordance with state child care licensing regulations, may release children to the custody of child protective services or other local authorities.

The center will be open whenever possible on a regularly scheduled day, during normal hours. Unfortunately, severe weather conditions such as a power outage in excess of 1 hour will result in early pick up. There will be no tuition credit for any time the center is closed for any reason.

**TUITION FEE / SCHEDULE**

I understand that my weekly tuition fees are as follows, per child:

Weekly tuition $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discount $\_\_\_\_\_\_\_\_\_\_\_Net Tuition$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The days your family is contracted for, is your child’s schedule. Advance notice needs to be given for any type of schedule change and must be approved by Center Director.

Tuition is due one month in advance of services rendered, billed on the last Monday of each month for the following month. Childcare tuition is due regardless of whether your child attends. You are paying for a position, as well as a service. These fees are due regardless of unforeseen absences such as illness or appointments. If tuition is not paid in advance, a late fee of $50.00 will be charged daily until tuition is paid in full. The terms of this agreement, including the fees, are subject to change in whole or in part by Little Ferns with 30 day notice.

A non-refundable annual registration fee of $100.00 is due at the time of your enrollment and annually every August 15th. If you elect to withdraw your child from the center and re-enroll at a later date, a new registration fee is due at that time. Exception will be given in regards to withdraw during the 30 day probationary period.

Accounts in rears may result in immediate termination of care: however, upon payment, enrollment may be reinstated with tuition and registration fees paid to date. Accounts in rears may be referred to a collection agency. In this event, Parents/Guardians will be responsible for the balance of the account and any reasonable collection and attorney fees and cost associated with the collection of the account.

A 30 day written notice is required prior to the last day of attendance. This is a paid 30 day notice, meaning tuition is still due even if your child does not attend the 30 days.

Payments from customers may be made by cash, personal check, money order, cashier’s check, Venmo, or electronic payment via Brightwheel (with a 2.75% fee included). Checks may be made payable to Little Ferns Child Development Center. In the event of a returned check customers will be responsible for a non-sufficient fund fee of $40.00 and will lose their check writing privileges.

VENMO:@ littlefernspreschool

**OPEN DOOR POLICY**

Parents/Guardians are welcome to visit at any time their children are present. We ask that you avoid visiting during nap time as much as possible.

**PARENT/GAURDIAN EXPECTATIONS**

Parents are expected to bring their child into the center and see that they are under supervision before leaving them. They are also expected to sign their child in and out of the building daily, this is a state licensing requirement.

The keypad at the door is for security, a purpose which is a top priority at Little Ferns. The code is given only to Parents/Guardians, the code should not be shared with anyone including your child(ren). If an authorized person(s) come to pick up your child they will need to come to the front window and show a government issued ID to our staff that matches your child’s authorized pick-up persons list.

Children will be required to be digitally checked in/out by their authorized representative daily via iPad located at the front desk. Each Parent/Guardian will be given a unique code from Brightwheel for check in/out.

**NAP & REST TIME**

Every preschooler will have an afternoon rest period as required by state law. No child is forced to sleep, however they must remain quiet. Children may bring a comfort item and a blanket for nap time. Each child will be given their own clean cot and sheet/pillow case.

Infants will be given rest times as needed. Each infant will have their own clean crib/cot and sheet. Infant Safe Sleep practices outlined by state licensing will be strictly enforced/followed.

**TODDLER COMPONENT STATEMENT**

A child who is between 18 months and 36 months of age may participate in the toddler program with written permission from the child’s authorized representative. No child in the toddler program shall be placed in the preschool program before the age of 30 months without written permission from the child’s authorized representative.

**IMMUNIZATIONS**

At Little Ferns, we comply with California state laws regarding immunization requirements for childcare facilities. All children enrolled must have up-to-date immunizations as mandated by the California Department of Public Health (CDPH) to ensure a safe and healthy environment for all children, staff, and families.

**Required Immunizations**

Before enrollment, parents/guardians must provide a copy of the child’s official immunization record, demonstrating receipt of the following vaccines:

* **DTaP (Diphtheria, Tetanus, and Pertussis)**
* **Polio (IPV/OPV)**
* **Hepatitis B**
* **Hemophilus Influenzae Type B (Hib)**
* **Measles, Mumps, and Rubella (MMR)**
* **Varicella (Chickenpox)**

**Exemptions**

* **Medical Exemptions**: A child may be exempt from one or more immunization requirements if a California-licensed physician provides a medical exemption through the California Immunization Registry – Medical Exemption (CAIR-ME) system.
* **No Personal Belief Exemptions**: As of January 1, 2016, personal belief exemptions are no longer permitted for childcare entry in California.

**Conditional Admission**

Children who are in the process of completing their immunization schedule may be admitted conditionally, provided they receive the remaining doses on schedule. Parents/guardians must submit updated records as their child receives additional vaccinations.

**Exclusion for Non-Compliance**

Failure to provide proof of immunization or a valid medical exemption may result in exclusion from attendance until requirements are met. This policy is in place to protect the health of all children and staff within our daycare community.

**HEALTH**

The following guidelines will be used when determining if a child should be sent home sick:

* Fever of 100.5 or higher
* Colored discharge from nose, ears, or eyes
* Vomiting or/and diarrhea
* Any unusual rash
* Extreme Lethargy

We are not medical professionals therefore we will use our best judgment in determining whether your child needs medical attention or not. **These policies are designed and implemented to protect all the children in our facility.**

If your child is sent home they must remain out of the center for a 24 HOUR get well period. Keep in mind some things may take longer than the 24 hour period, so if they return and we feel they are still contagious or just not well enough to be in childcare, we will possibly send them home. In some instances, especially with rashes/pink eye, we will require a doctor’s written clearance to return to school. We reserve the right to refuse a child, even with a doctor’s clearance note, if we feel certain that what they have is still contagious to their fellow classmates.

Please inform management if your child is teething, has recently received immunizations, or having problems with seasonal allergies. Sometimes a virus or even a bacterial infection can have similar symptoms as allergies. We will use our best judgment to determine if medical treatment is necessary. If your child is sent home, you are expected to pick them up within an hour of being called. Please have several options available to you for immediate pickup.

**SAFETY**

Our program is set up to be a safe environment for children 6 weeks to 12 years old**. Please do not send your child with toys, food, candy, gum, medicine, or money unless specifically asked to do so.** These items place an unnecessary burden on our staff and may cause the child to become upset when taken away. These items can also pose a choking hazard if the teachers are not aware of them.

In the event of any injury (other than minor scrapes, bumps, scratches, etc.), Parents/Guardians will be notified immediately.

Although supervision is constantly given, our staff cannot be at your child’s side at all times to prevent falls, tripping, bumps, etc. If a child is injured in a non-life-threatening way, we will assess the child and provide appropriate first aid. Parents/Guardians will receive a detailed report of any minor injuries at pick up.

In the event of an emergency, Parents/Guardians are responsible for all emergency medical expenses including ambulance rides.

**MEDICATION**

**Little Ferns will administer medication to your child when needed. The following guidelines must be followed per licensing.**

* Prescription medication must be prescribed to the child who will be taking the medication
* Over the counter medication will not be administered, unless we have a doctor’s note stating that a doctor is requesting them to take over the counter medication and they document proper dosage to be given.
* An authorization form must be completed each time medication is administered.

**GUIDANCE & DISCIPLINE**

We use positive discipline strategies, including:

* **Redirection:** Guiding children toward appropriate activities.
* **Conflict Resolution:** Encouraging problem-solving and communication.
* **Modeling Behavior:** Demonstrating kindness, respect, and empathy.

Physical or corporal punishment is never permitted at Little Ferns.

**OTHER TERMS**

There will be NO REFUNDS of rendered services for any reason.

A child may be disenrolled by Little Ferns without prior notice if, in the sole opinion of Little Ferns, it is in the best interest of the child or Little Ferns. Failure to adhere to all Little Ferns and Licensing policies will result in disenrollment. When unsafe behavior persists and/or becomes disruptive or harmful to other children or adults the child and/or parent may be disenrolled from Little Ferns. Payment will be collected to the termination date; the two week notice would no longer apply. We offer a 30 day probationary period, where if we determine that this is not the right fit for you or your child, we will reimburse the registration fee in full.

All concerns, questions, or complaints that are not directly related you your child in their classroom, need to be discussed with management.

The state of CA state dept of social services or other public agency authorized by CDSS to assume such responsibilities shall have the authority to interview children or staff and to inspect or audit files with out prior consent the center will make for provisions for private interviews with any child/ children or staff member and for the examination of all records relating to the operation of the center. The Dept shall also have the authority to observe the physical conditions of the children, including conditions that could indicate abuse, neglect or inappropriate placement. State child care licensing regulations are on file at the center and are available for review upon request.

I consent to Little Ferns communicating with me by telephone, e-mail or any other means. Written communication may be sent home with emergency contact and release persons when necessary. A platform we use for communication is Brightwheel. It is a requirement that all parents/guardians download the app

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| Parent/Guardian Signature: Date: |  | Center Director Signature: Date:  |