



Welcome to Tots and Friends! Please complete the following enrollment form to enroll your child in our childcare.

1. Parent/Guardian Information

- Full Name: _____
- Relationship to Child: _____
- Address: _____
- City: _____ State: _____ Zip Code: _____
- Phone Number: _____
- Email Address: _____

2. Child Information

- Full Name: _____
- Date of Birth: _____
- Gender: _____
- Allergies/Medical Conditions: _____
- Dietary Restrictions: _____
- Emergency Contact (Other than Parent/Guardian):
 - Name: _____
 - Phone Number: _____
 - Relationship to Child: _____

3. Enrollment Details

- Start Date: _____
- Days of the Week Attending (check all that apply):

MONDAY [] TUESDAY [] WEDNESDAY [] THURSDAY [] FRIDAY []

- Hours of Attendance: From _____ to _____

4. Authorized Pickup Person

- Name: _____ Relationship to Child: _____
- Phone Number: _____

5. Health and Emergency Information

- Primary Physician's Name: _____
- Physician's Phone Number: _____
- Preferred Hospital: _____

6. Payment Information

- Deposit Amount: \$_____ Paid on: _____
- Two-Week Payment Amount: \$_____ Paid on: _____
- Rate: \$_____
- Payment Schedule (choose one):

WEEKLY []

BI-WEEKLY []

MONTHLY []

7. Agreement and Signature

By signing below, I confirm that the information provided is accurate and that I have read and agree to the policies and terms of Tots and Friends Childcare.

- Signature of Parent/Guardian: _____
- Date: _____

Thank you for choosing Tots and Friends Childcare. We look forward to welcoming your child to our childcare!



CHILDCARE CONTRACT

TOTS AND FRIENDS CHILDCARE | SAN LEANDRO, CA | (510) 377-6159

Please review the contract and policies and sign below. You will receive a copy for your records.

DEPOSIT AND TWO-WEEK PAYMENT

Prior to the start of care, a deposit and a payment for the first two weeks are required. The amount of these payments will be based on the agreed-upon rate and will be discussed during your initial video call or in-person tour.

LATE PICK-UPS AND LATE PAYMENTS (SUBJECT TO LATE FEES!)

Late Pick-Ups: Our operating hours are from 7:00 AM to 7:00 PM, Monday through Friday. A **late fee** of \$40 will be assessed for pickups occurring after your agreed-upon time or 7:00 PM, whichever is earlier. This fee is payable upon pickup.

Late Payments: We are flexible in terms of payment frequency (weekly/bi-weekly/monthly), however payments are due according to the agreed-upon schedule. For cash-paying families or those with parent fees on their subsidized programs, a **late fee** of \$25 **per day** will apply to payments made after the due date. Please ensure payments are made on time.

SICK POLICY

In accordance with health regulations, children exhibiting signs of illness are not permitted to attend daycare. To ensure the health and safety of all children, please keep your child at home if they show any symptoms, not limited to coughing, sneezing, runny nose, fever, sore throat, vomiting, severe diarrhea, allergies, or a contagious rash. A doctor's clearance may be required if necessary.

HOLIDAY CLOSURE

Daycare is **closed** on the following holidays:

- New Year's Eve, New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Eve, Thanksgiving Day
- Christmas Eve, Christmas Day

All holidays are **paid holidays**. You must pay to keep your child(ren)'s space secured.

VACATIONS

I take two vacations at the end of the year. The week of Thanksgiving and two-weeks for the Christmas/New Year break. You are required to pay to secure your child/children spot. If you need accommodations for a back-up daycare provider, please let me know.

ABSENT/MISSED DAY

Payment is still required for any missed days or absences as your child's spot will be held.

30-DAY WRITTEN NOTICE AND FINAL PAYMENT

If you wish to discontinue care, a 30-day written notice and **full** final payment for the remaining care period are required. This notice allows us to effectively conclude services and manage transitions.

TERMINATION

We reserve the right to terminate the daycare contract under any condition without notice. This includes consistent late pick-ups, persistent late payments, or behavioral issues that compromise the safety and well-being of other children, such as fighting, biting, hitting, or frequent tantrums. A warning will be issued, but continued issues may result in immediate termination of the contract.

Please ensure you are familiar with and adhere to these policies to facilitate a smooth and positive experience for all parties involved.

To show you received this contract and agree to the terms, please sign below.

Signature of Agreement

Agreed Drop-Off/Pick-Up Time: _____ Agreed Upon Rate: _____

Child _____ Age _____ D/O/B _____

Child _____ Age _____ D/O/B _____

Parent Name _____ Signature _____ Date _____

Parent Name _____ Signature _____ Date _____

Provider Signature _____ Date _____

This contract can be revised or terminated at any time by the provider at Tots and Friends. By signing this contract, parent(s)/guardian(s) agrees to all of the policies, rules, terms and conditions listed above. A copy of this contract will be given to the parent and the provider will keep a copy in your child(ren)'s folder. By enrolling your child at Tots and Friends, you acknowledge that you have read, understood, and agreed to these Terms and Conditions.

Media Consent Agreement

This Media Consent Agreement ("Agreement") is made between Tots and Friends ("the Daycare") and the undersigned parent or guardian ("Parent/Guardian") of the child listed below.

1. Purpose

The purpose of this Agreement is to obtain permission for the use of photographs and videos of the enrolled child for the Daycare's social media pages, marketing materials, and other promotional content.

2. Consent

By signing this Agreement, the Parent/Guardian grants Tots and Friends permission to take and use photographs and videos of the child named below. These images may be used for the following purposes:

- Social Media: Posting on the Daycare's social media platforms.
- Marketing Materials: Including but not limited to brochures, flyers, and online content.
- Promotional Content: Showcasing activities, events, and other aspects of the Daycare.

3. Opt-Out Option

If the Parent/Guardian does not wish for their child's images to be used for the purposes mentioned above, they must indicate this preference by checking the box below and notifying Tots and Friends in writing at the time of enrollment. Tots and Friends will honor this request and ensure that the child's images are not used in any public or commercial content.

4. Revocation of Consent

The Parent/Guardian may revoke their consent at any time by providing written notice to Tots and Friends. The Daycare will cease using the child's images in new content but cannot retract images already published or distributed.

5. Acknowledgment

By signing below, the Parent/Guardian acknowledges that they have read and understood this Agreement and agree to its terms.

Child's Name: _____

Parent/Guardian Name: _____

Signature of Parent/Guardian: _____

Date: _____

Opt-Out Option:

[] I do not consent to the use of photographs and videos of my child for the purposes outlined above.

Signature of Parent/Guardian: _____

Date: _____

Please return this signed Media Consent Form to Tots and Friends to complete your child's enrollment process.