

**Azy's Place Children's Center Contract**

Date of Admission \_\_\_\_\_

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

**WEEKLY SCHEDULE:**

My/Our child will attend: from \_\_\_\_\_ to \_\_\_\_\_ M T W TH F

Part Time/ Full Time

The first day of care for My/Our child will be \_\_\_\_\_.

Amount received at enrollment: \_\_\_\_\_.

Payments Due: Thursdays \_\_\_\_\_.

Is this price discounted? YES/ NO    How Much? \_\_\_\_\_    Regular price/resume \_\_\_\_\_

Admission Policies

The child care center shall accept only children who are at a stage of growth and development which enables them to benefit from its program, and for whose age level the center is staffed and equipped to provide care.

The child care center shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents.

There shall be no discrimination on the basis of race, color, religion, sex, national origin, or handicap.

Hours of Operation

The child care center is open from 7:00 a.m. to 6:00 p.m Mondays- Fridays.

Authorization for Child's Release

Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. Parents shall sign the child in and out by name and time of arrival and departure.

### Court Orders

If a court order exists preventing a particular individual from having contact with a child, the center shall comply with the order. There shall be a copy of the court order in the child's file.

### Emergency Medical Authorization

I agree, and by my signature, give consent, that in any case of an accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible should I be away from the phone numbers given with this application.

### Transportation Permission

In the event of a field trip, or other such activity, I give my permission for my child to be transported by the child care center in a motor vehicle.

I give my permission for my child to be transported to and from \_\_\_\_\_ by the child care center in a motor vehicle. I understand there will be an additional fee added to my account weekly.

### Extracurricular Activities

In the event of extracurricular activities, I understand that I will be informed prior to the activities and will sign written permission for my child to participate.

### Payment Plan

An enrollment fee of \$25.00 per child will be taken for all newly enrolled children at the time this contract is signed. It is non-refundable.

Payment will be made in advance, every Thursday for the following week.

There is a \$15.00 late payment charge for any payments received by Azy's Place Children's Center after the following business day for which payments are due.

If payment isn't received in full after the 2nd week in which payment is due, child will be suspended unless other payment arrangements have been made. A 5% charge will be added weekly to all late payments after the first week.

A \$40.00 fee will also be assessed for checks returned/NSF to us for any reason.

Tuition is the responsibility of the parent/guardian.

### Late Pick-Up Fee

Children left in our care beyond the negotiated pick up time, will be charged \$10.00 for the first minute plus \$1.00 per additional minute per child. A telephone call to the center, if an emergency arises, is appreciated and will be considered in assessing this fee.

Children left in our care past our stated closing time, 6pm PST, will be charged their assessed hourly rate to begin 15 minutes after the hour of pick up. For example if a child is to be picked up at 6pm and is still under our care at 6:15pm an additional hour will be charged.

Payment is due regardless of a child's absence for any reason, these include children's illness, family illness, doctor's appointments, parent's days off work, etc. Note: (A one week vacation is approved when scheduled two weeks in advance, as explained in the parent's handbook.)

### Refund Policy

No refunds will be made for registration fees or tuition.

### Modification Policy

Parents will be notified 30 days prior to any modifications via Brightwheel, email or text.

### Rights Of Licensing Agency

Licensing will be conducting visits throughout the year; unannounced and announced. This is

done to make sure the program is running in a safe environment for the children and staff. The department has the authority to interview children or staff without prior consent.

### Meal Plan

Breakfast will be offered to children who are in attendance at the child care center before 8:00 a.m. A morning snack, lunch, and afternoon snack will be served daily.

### Parent Conferences/Communication Policy

Parent-teacher conferences will be scheduled as needed or a parent may request such a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome at any and all times to observe our program.

### Health Examination

A health examination including immunizations is required for each child within 12 months prior to admission to the child care center or within one month after admission on the forms provided. Child care

center services must be terminated if a health form is not returned within the above stated time period. Health examinations shall be repeated annually for children two years of age and younger.

#### Significant Occurrences or Problems

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

#### Discipline Policy

The child care center uses a positive disciplinary approach with children. Caregivers communicate to children using positive statements, encourage children, with adult support, to use their own words and solutions to resolve conflicts, and communicate with children at eye level and talk to them in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

#### Termination from the Program

Services may be terminated at any time and fees will not be refunded. Please see Parent Handbook for more details.

#### Program Description

The program provides developmentally appropriate activities for children. Weekly lesson plans are written and posted for parents' review. Children are provided time to choose their own activities and work independently in learning centers. Caregivers serve as facilitators to enhance the children's choices.

#### Policy About Reporting Suspected Child Abuse

The child care center is required by law to report any suspected child abuse or neglect to Child Protective Services.

#### Confidentiality Policy

All information pertaining to admission, health, family, or discharge of a child is confidential.

#### Illness Policy

Children who are ill will not be allowed to attend the program. If your child becomes ill while at the center, you will be contacted to pick up your child. If you cannot be reached, someone from your emergency contacts will be contacted. Your child may not return to the center until he/she is symptom free for 24 hours.

#### Policy on Release of a Child to an Intoxicated or Impaired Person

If an authorized intoxicated or impaired person insists on removing children from the center, the center

shall immediately report the incident to the local police agency.

Policy on Alcohol, Tobacco, Firearms, Illegal Substances

The use of tobacco, and use or possession of alcohol, illegal substances and firearms is prohibited.

Holidays

Childcare will be provided year round, with the following exceptions when the center will be closed. Tuition is not affected by in-service/holidays. These dates will be posted in advance. Center will be closed ten additional days per year for staff professional development. If the holiday falls on a weekend day, Azy's Place will close the previous Friday or the following Monday.

Azy's Place Children's Center is closed for the following holidays:

Independence Day	Labor Day	Thanksgiving Day
Christmas Day	New Year's Eve	New Year's Day
Martin Luther King Jr.	Memorial Day	Juneteenth

Photo Release

Azy's Place often takes photos to post around the center, social media, crafts, etc. Please indicate below if you give us permission to use your child's photos.

I GIVE permission to take and use my child's photos listed above.

I DO NOT give permission to take and use my child's photos for the reasons listed above.

I/we understand that this contract is binding regardless of changes in center staff programming, or facility renovation.

Azy's Place Children Center may close for situations beyond our control, for example: snow, ice, flood, electrical/heat difficulties, etc.

Fees will not be reimbursed for these days.

I understand this contract may be terminated with a 14 day (2 weeks) written notice. Tuition is my responsibility for the 14 days (2 weeks) regardless of the child's attendance.

I/we understand that Azy's Place Children Center reserves the right to terminate the childcare contract without notice if the safety of any child or staff is compromised for any reason.

I/ we will not request Azy's Place Children's Center staff to provide private child care duties for any reason.

Azy's Place reserves the right to terminate this child care contract where families violate this policy.

By signing this contract, I agree that I have read the Parent handbook and will abide by all the policies and procedures therein.

The Child Care Provider will change this written contract from time to time and written notification of changes will be given as well as advance notice and a new contract will be signed.

*Parent/Guardian* \_\_\_\_\_ *Signature* \_\_\_\_\_

*Parent/Guardian* \_\_\_\_\_ *Signature* \_\_\_\_\_

*Home Address* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Date* \_\_\_\_\_