

ST. PAUL'S COMMUNITY CARE CENTER CHILDCARE PROGRAM

ADMISSIONS AGREEMENT

TUITION AND MODIFICATION CONDITIONS

I, _____ have enrolled my child: _____
Parent or Guardian name Child's name

in St. Paul's Community Childcare Program with the effective enrollment date of: _____
Start date

From: _____ A.M. To: _____ P.M.

I understand that rates are:

1. Tied to specific classrooms and/or ages, and
2. Are subject to change with 30 days written notice

Please see and initial the attached tuition and registration fee rate sheet.

SERVICES and POLICES

Please see and sign the attached Statement of Services and Polices

CENTER HOURS

I understand that St. Paul's Community Childcare Center hours are Monday through Friday 7:30 am until 5:00pm.

REGISTRATION FEE & ANNUAL RE-REGISTRATION FEE

I understand that a non-refundable Registration Fee shall be paid prior to enrollment. Please read and initial the attached tuition and registration fee rate sheet. I also understand that an annual re-registration fee shall be paid each September in addition to September tuition. During late August/early September of each year all registration paperwork and an updated admissions agreement are renewed and signed.

PAYMENT OF TUITION/RETURNED CHECKS

I understand that tuition is due on the 5th of the month in which child care services are provided, and is considered late after the 10th. Payment not received by the 10th day of the month is subject to a \$40.00 late fee. Payments can be made by personal check, cashier's check, money order, online, or by electronic debit. I understand that if my account is frequently delinquent, my child may be dismissed from the program. I understand that a processing fee of \$40.00 will be added to my account for any returned checks. If more than two checks are returned within a calendar year, I will be required to pay via money order or cashier's check for the next twelve months.

LATE PICK-UP FEES

A late pick-up is defined as anything after 5:00pm. A fee of \$30.00 per child as well as a \$1.00 per child, per minute fee will be charged for each minute your child is in the center after 5.00pm. Late fees will be reflected on the next month's bill.

Late pick-ups require staff to work additional time beyond their regularly scheduled hours, creates a disruption within the program and creates problems being able to maintain required ratios. Frequent late pick-ups can result in your child being dismissed from the program and is defined as occurring three (3) times in a rolling six (6) month period.

HOLIDAYS & CLOSURES

Our childcare program will be closed in recognition of various holidays as well as staff training and planning days each year. A list of dates will be given before the start of each calendar year. As a reminder, closings will also be posted throughout the center and in the monthly newsletter at least 30 days in advance. Closures include, *but are not limited to* the following:

*Labor Day (9/5/22) *Thanksgiving (11/24/22-11/25/22) *Winter Break (12/23/22-1/2/23) *President's Day (2/20/23)
*Memorial Weekend (5/26/23-5/29/23) *Juneteenth *Independence Day (7/3/23-7/4/23) *Staff Prep Days (2 a year)

DISCOUNTS

St. Paul's Childcare Center offers a 10% sibling discount for families with 2 children attending the center. The discount applies only to the oldest child enrolled.

St. Paul's Childcare Center offers a 5% discount for active military families.

ABSENCES

I understand that no allowances shall be made for absences. Refunds or credits will not be granted.

WITHDRAWAL FROM PROGRAM

I understand that I must provide one month's written notice of withdrawal from the program. If one month's written notice is not received, the entire month's tuition will be due regardless of end date.

St. Paul's Childcare Center reserves the right to dismiss a child from the program if tuition obligations are not met, if a parent becomes abusive in any way to any staff member, if it is determined that a child is not adjusting to the program, or if it is determined the child is no longer suitable for the program. We will provide two weeks written notice of dismissal from the program.

DAILY SIGN-IN

In order to meet the mandate for licensure under California Title XXII, I agree to sign my child in and out of the center using complete signatures on a daily basis. Failure to do so could result in dismissal from the program.

RELEASE OF CHILD

I understand that my child will be released only to those persons whose names I have listed on the child enrollment form and LIC 700 form as required by Community Care Licensing. I will advise in advance the Director or other designated person in charge, *in writing*, if any person other than those listed is to pick up my child. Childcare employees will require proof of identification from any persons arriving to pick up my child. In the event that written authorization was not provided in advance, a telephone authorization or fax shall be required by the custodial parent at a previously designated telephone number, before the child(ren) will be released.

INTERGENERATIONAL PROGRAM

I understand this program has been designed for intergenerational participation, to involve both children and seniors. This positive and creative program will include activities in which seniors and children have an opportunity to interact with each other, developing meaningful relationships. I understand that some of the seniors may have mild to moderate dementia or forgetfulness, or have hearing and vision loss, or other mild physical limitations. I will make my wishes known prior to admission as noted below by my initials.

_____ Yes, my child may participate in intergenerational activities.

_____ No, my child may not participate in intergenerational activities. (Alternative activities will be provided)

This selection may be changed at any time by initialing a new form.

INCIDENTAL MEDICAL SERVICES

Our center provides limited incidental medical services if they are prescribed by a physician and specific California State Licensing requirements are met prior to providing the service. As part of these requirements, additional paperwork and forms will be necessary, as well as, our staff members who will be working directly with your child will need to be trained, by the physician or a person authorized by the physician, in administering the appropriate service.

EPI-PENS

Epinephrine auto-injectors (also known as Epi-Pens) are used to treat severe allergic reactions. When a child comes in contact with something s/he is allergic to, reactions usually happen fast. The Epi-Pen is used to stop the severe allergic reaction. Members of our staff have been trained to properly use an Epi-Pen should the need arise. Our staffing ratios always take into consideration the possibility of an emergency requiring the use of an Epi-Pen by a trained staff person. Parents are required to provide the Epi-Pen and a doctor's prescription to allow use at the Center.

INHALERS

Inhalers are used to deliver medication via inhalation to the lungs. A trained staff member may administer inhaled medication prescribed for the child when necessary. Parents will provide the inhaler, medication, and prescription to allow use of inhaler at the Center. Additional forms will need to be completed when an inhaler is necessary for child. Parent will conduct additional training with staff member as authorized by a physician. After doses of medication are given to a child, the teacher will record time of dose on a medication log and give a copy to the parent at pick-up.

ILLNESS/GOOD HEALTH

Please notify the center as soon as possible if your child has a communicable disease. If your child should become ill while at school, we will contact you to pick up your child from the center. Your child must be picked-up as soon as possible but no later than one (1) hour. It is crucial that we have a phone number where you can be easily reached during the day.

If a child becomes ill while at the center, he/she will be isolated (if necessary) in the Director's office and will remain under the constant supervision of the Director, Assistant Director, or other staff member. A crib or nap mat, will be provided.

You will be notified immediately if your child becomes ill or is injured. If you cannot be reached, we will call an emergency contact listed on your enrollment form, and request that they pick up your child.

Children need to be in good health in order to get the most out of their school day. Please do not bring your child if he/she is ill. The signs that we look for include (but are not limited to):

- 1.) Vomiting: children cannot return to the center until 72 hours (at minimum) after their last episode of vomiting.
- 2.) Diarrhea: children cannot return to the center until 72 hours (at minimum) after their last bout of diarrhea.

- 3.) Runny nose with green or yellow discharge, or associated fever, cough, or coughing mucous- stay home until 72 hours symptom free.
- 4.) Fever of 101°F or above: children cannot return to the center until they have been free of a fever for 72 hours without the use of Tylenol and/or other such medication.
- 5.) Conjunctivitis or pink eye: children may return after 24 hours of antibiotic therapy and a physician's note.
- 6.) Rashes (not including traditional diaper rash), or other skin conditions, cold sores, or open sores.
- 7.) Chicken pox: children with chicken pox may return to the center after all sores have healed over and there are no scabs, or they have been cleared with their doctor.
- 8.) Lice/hair infestation: children may return to the center after one of the following has occurred:
 - a. Two (2) treatments with a specialty OTC shampoo meant for lice removal have been done over a 72 hour period and no signs of lice/nits are present. For example, if a child is sent home Tuesday afternoon with lice, the earliest they may return is Thursday morning.
 - b. A full (minimum of 20 minutes) comb through with a specialty lice comb (recommended- follow up immediately with a regular shampoo and re-check) has been completed and the comb comes out 100% free of lice or nits. If this is performed thoroughly and correctly, child may return the next day.
 - c. A lice removal treatment is performed by a professional salon and a certificate is given by the salon stating that the child is lice free and it is guaranteed by the salon. Child may return the next day.
 - d. Your child will be examined by staff upon arrival. Staff will comb through hair using specialty lice combs and children will be permitted to stay if no signs of lice/nits are present.
 - e. Any time there are 2 or more suspected cases of lice, bedding will be bagged after nap and sent home each day to be laundered. Bedding will need to be laundered and brought back the next morning until there have been no suspected cases of lice for a minimum of 3 days. Please see updated sick policy for COVID updates.
- 9.) Please reference our COVID Infection Control Policy for COVID related policies.

DAMAGED OR LOST PERSONAL ITEMS

I understand that St. Paul's is not responsible for damaged or lost items from home (clothing, shoes, blankets, toys, etc.) and will not reimburse for these items.

DIAPERING FEE

I understand the diapering fee will apply to children 3 years of age or older who are not able to independently toilet and are still in need of diapers or training pants/pull-ups. Please see and initial the attached tuition and registration fee rate sheet for costs. A child is considered fully independent when they are free of accidents and can request to use the restroom without being reminded. The diapering fee will be removed once the child becomes fully independent with toileting.

DRESS CODE

I have read and understand the dress code as written in St. Paul's Statement of Services and Policies.

Parent initial

FOOD

The center will provide a morning and afternoon snack. Snacks meet nutritional guidelines and are prepared by St. Paul's Dietary Department. Parents will send a lunch with your child. Children with allergies and/or dietary restrictions may bring snacks and/or milk from home. We ask that food from home not require refrigeration. Food from home will not be heated. Please see the Statement of Services and Policies for more detailed information. We are a peanut and tree nut center, please do not send any peanut or tree nut products with your child's lunch.

FIELD TRIPS, SUMMER FEES & SPECIAL EVENTS

Supervised field trips may be scheduled to local settings of interest. I understand that I must complete and sign a

permission slip for each event in which I wish my child to participate. Summer fees are an extra charge and will be published and prepaid in advance. No credit/reimbursement is given for summer fees due to absence or resignation from the program between June 30th and August 31st. If a field trip or special event is canceled by St. Paul's, we will use those allotted funds to plan a make-up trip or special event. Summer fees will cover the cost of summer special events and supplies, the end of year celebration and field trips (oldest preschool children only). Summer fees will apply to pre-school families only and will be payable with June tuition.

Walking fieldtrips are done during operating hours (weather permitting). The infants (Hummingbird and Lightning Bug classrooms) are taken on buggy rides around the block and the preschool children go on walking fieldtrips around the block and/or to local St. Paul facilities for intergenerational activities.

INTERVIEWING CHILDREN; INSPECTING RECORDS

The Department of Social Services and/or Community Care Licensing have the authority to interview children or staff, and to inspect or audit child or facility records without prior staff or parental consent. We are required to make provisions for private interviews with any child(ren), or staff member, and for the examination of all records relating to the operation of the facility. The Department or licensing agency has the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

PARENT'S RIGHTS

This will acknowledge that I/We, the parents of the above named child, have received a copy of "Parent's Rights" from Community Care Center's authorized representative.

CHILDREN'S PERSONAL RIGHTS

I, as the designated representative and/or parent/guardian of the above named child, have been personally advised and have received a copy of "Children's Personal Rights" at the time of my child's admission to the Child Day Care Program.

FUNDRAISING

As a not-for-profit organization, St. Paul's Senior Homes & Services may contact you in an effort to raise funds for St. Paul's and its operations. This outreach typically includes regular newsletters, direct mailers and invitations to events. (NOTE: St. Paul's does not sell or share our mail list or donor information.) If you wish to opt out from these communications, please call the St. Paul's Senior Services Foundation at (619)239-6900.

I have read, I have had the opportunity to ask questions and I will comply with the policies included in St. Paul's Community Childcare Center Admissions Agreement and Statement of Services and Policies.

Parent or Guardian (Please Print)

Parent or Guardian signature

Date

Parent or Guardian (Please Print)

Parent or Guardian signature

Date

Center Director or designated representative

Date

