

Admissions Agreement: Parent Handbook & Contract

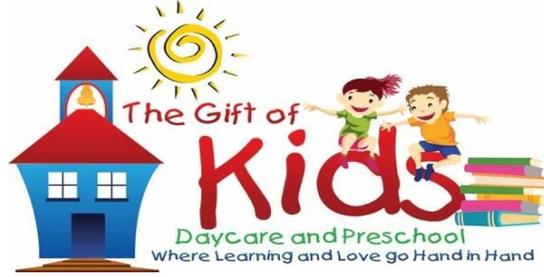
1. The Gift of Kids hours are 6:30am-6:00pm, Monday through Friday. Occasionally delays do occur. A phone call will be appreciated. Delays will result in an additional charge of \$1.00 per minute after 6pm. You will be notified in writing if delays become habitual, a late charge will be assessed in the future, and your child's enrollment may be terminated with one week's notice. Please notify us when absences, early arrivals, or late arrivals are planned or anticipated. On rare and extreme occasions, we may close early with a few minutes notice if we feel your child or our staff could be in danger. If this should ever happen, we would notify you on ProCare. During a pandemic or other unforeseen event, we may also modify our hours by closing an hour early with plenty of notice of change.
2. We have rest/quiet time between the hours of 1:00pm-3:00pm. If you plan on picking up your child between these hours, please inform us in advance so we can minimize disturbing the other children who are napping or resting.
3. Please do not bring toys (unless asked) or other articles from home to play. There is a possibility that they could get lost or broken. We encourage blankets and items that your child wants for nap to be left here. We have a laundry room and will make sure these items are washed weekly.
4. Please do not bring food, candy, or drinks from home. This will avoid any misunderstanding with the children who are already here.
5. Please provide all completed enrollment forms, a copy of immunization records, a complete set of clothing (bagged and labeled), and a fitted crib sheet. For babies/toddlers, please bring diapers, wipes and formula. A detailed list and forms are located on our website. www.thegiftofkids.net
6. Please have your child's diaper changed and have them fully dressed for the day's activities. Please do not bring diaper bags daily. I will provide a space for each child's belongings (clothes etc.).
7. I will be closed at a charge to you on the following holidays: New Year's break, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving break and Christmas break. Tuition is charged to you when you are on vacation or time off to keep your child's spot. If a holiday lands on the weekend, a floating holiday will be on Monday or Friday.

8. Tuition will be due by the 26th for the following month. A \$10.00 late fee will be charged if paid after the 1st. Chronic late payments will lead to your child's dismissal. I do not refund tuition for absences.
9. If a natural disaster or pandemic occurs, tuition obligations will remain the same. A 30 days' notice or full tuition is needed to hold your child's spot. If The Gift of Kids is in a financial position to meet parents halfway, we will. If The Gift of Kids is in a financial position to keep your child's spot available without payment while they are not in attendance, we will. However, under no circumstances will The Gift of Kids give any tuition refunds for any tuition already paid. If we are in a financial position to offer make-up days for future attendance and space is available, we will. However, there is no binding obligation for make-up days or keeping a child's spot available without tuition.
- 10 Personal checks are accepted. However, if I receive a returned check due to insufficient funds, you will be required to pay the bank charges and pay cash in the future.
11. Returned checks of no less than \$100.00 and no more than \$500.00 may be collected three times the amount if not paid within 30 days of demand for payment (CA civil code chapter 522-section 1719).
12. Tuition is subject to change with a month's advance written notice. If a parent plans or needs to change their child's attendance schedule, it will affect the tuition fee in the childcare agreement/contract.
13. Nutritious meals are provided at no cost to you. Parents provide formula and baby food for infants. Breakfast is served before 9:00am. Lunch is served at 12noon, and snack at 3:30pm. Again, please do not bring food or drinks from home.
14. Parents are liable for any damage beyond the normal wear and tear.
15. Potty training: When you have done the work at home to start potty training, we will work with you. Please provide several pieces of clothing throughout this process.
16. If your child is sick (has a fever of 101.5 or higher, diarrhea or is vomiting), please do not bring them for at least 24 hours after the symptoms have completely stopped. If your child is at school and has viral symptoms, we will require you to pick up immediately. During an unforeseen pandemic, The Gift of Kids has every right to be extra cautious and to send children home with whatever we feel appropriate. We may also send children home with a low-grade fever that is under 101.5 depending on other symptoms or other viruses that might be going around.
17. Discipline Policies:
I understand that The Gift of Kids does NOT USE Corporal Punishment. Our teachers use the following methods: a) redirection b) planning ahead to prevent problems c) encouragement of appropriate behavior d) consistent, clear rules e) role playing to solve problems. Behavior problems may/will result in a parent conference and may lead to termination. We have a strict rule on biting. Three bites may/will result in termination. Please refer to #18 section "c" for further details on biting.

18. Reasons for Termination of Child Care:

- a. Deliberate omission or unreliable information regarding enrollment.
- b. Your child displays obsessive (more than once a day, on a weekly basis), aggressive behavior towards the other children and/or staff.
- c. We have a strict rule on biting. 1st bite – conference; 2nd bite – suspension; 3rd bite – expulsion and picked up immediately. However, we will make decisions on a case by case basis. We will take steps to work with you if we feel the bites are not done in anger or we feel that we can work together to change the behavior. If progress isn't made in a timely manner, it will lead to termination.
- d. Parents are habitually tardy regarding closing time.
- e. Parents habitually late remittance of tuition.
- f. Child is repeatedly brought to daycare ill, having a fever, watery bowel movement, vomiting, viral or other type of infection.

19. The parent or legal guardian assumes all risk of injury or harm to the child while your child is at the daycare center. The parent or legal guardian agrees to fully release, indemnify, defend, and forever discharge The Gift of Kids, its owner, staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions, and causes of action in respect of death, injury, loss, or damage to the child, or by the child, howsoever caused, arising out of or to arise by reason of or during the child's participation at The Gift of Kids.



THE GIFT OF KIDS reserves the right to terminate care without notice if any/all of the above reasons occur. Any balance of tuition paid for in advance is non-refundable.
There will be a non-refundable enrollment fee of \$150.00 and an annual registration fee of \$75.00

Acknowledgement of Notification of the Parent Handbook and Contract:

Children are accepted for enrollment on a two-week trial basis to allow for adjustment. Please state if your child has had previous care experience. _____

Please state your child's "ill child plan": _____

I, _____ the parent of _____, have received a copy of the "Parent Handbook and Contract" from The Gift of Kids Daycare and Preschool on this date, _____.

I, _____ the parent of _____, agree to pay the following \$ _____ monthly. Tuition is non-refundable. Deposits are non-refundable.

Please sign that you understand the policies written in the Parent Handbook and Contract.

Child (ren)'s Name & Date of Birth:

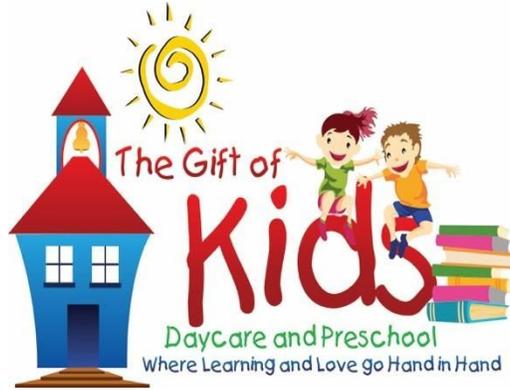
Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Parent Signature: _____

Parent Signature: _____



*Note: If parents are divorced, the initials of each parent are required.

Parent Handbook:

I have received a copy of The Gift of Kids Handbook. I have read and understand the policies and procedures, and I agree to comply with the rules and regulations.

___ ___
(Initials) (Initials)

Tuition and Contract:

Tuition is due by the 26th for the following month. A \$10.00m late charge will be charged to you if paid after the 1st.

___ ___
(Initials) (Initials)

Immunization Requirements:

I understand that I must provide a copy of immunization records before my child's enrollment.

___ ___
(Initials) (Initials)

Days and Hours of Operation:

The Gift of Kids Daycare and Preschool is open Monday-Friday 6:30am-6:00pm
We offer preschool, 1/2 day or full day options. We offer 1-5 days per week.

___ ___
(Initials) (Initials)

Sign-In/Sign-Out:

I understand when dropping off my child, California law requires that I sign in and out.

___ ___
(Initials) (Initials)

Release of Child(ren):

I understand that my child will be released only to myself, a legal guardian, the other parent (except where prohibited by court order), and to those persons whose names I

have listed on my child's Emergency Information form. I must notify The Gift of Kids when someone other than a parent/guardian is to pick up my child even if listed on the Emergency Information Form. The designated person will be required to show ID.

(Initials) (Initials)

Absences:

I understand that on a day that my child is unable to attend, it is my responsibility to notify The Gift of Kids as soon as possible, and that there will be no reduction in tuition fees for days missed.

(Initials) (Initials)

Holidays:

I understand that The Gift of Kids will be closed on the following holidays. I understand that tuition stays the same regardless of holidays, illness, or absences.

1. New Year's break
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veteran's Day
7. Thanksgiving break
8. Christmas break

(Initials) (Initials)

Change of Information:

I understand that it is my responsibility to inform The Gift of Kids of any changes to the Emergency Information Form, as well as other forms in the registration packet, including but not limited to: address, home and cell phone numbers, work numbers, medical conditions, and pick-up authorizations.

(Initials) (Initials)

Reasons for Termination:

I have read and understand reasons for termination as mentioned in the Parent Handbook.

(Initials) (Initials)

In the Event of an Emergency:

In the event of an emergency, if I cannot be reached, The Gift of Kids has my permission to contact the physician(s) listed on my child's registration form, or have my child transported to a local hospital for care. I will not hold The Gift of Kids responsible. I understand that I am responsible for all expenses incurred.

(Initials) (Initials)

Registration Fee:

I understand that I must submit a non-refundable, non-transferable annual registration fee of \$75.00.

(Initials) (Initials)

Illnesses:

There is no credit, refund, or make-ups given in the event of an illness. I understand that if my child becomes ill while at The Gift of Kids, I agree to pick up my child promptly. I understand that my child cannot come to daycare or preschool ill, as stated in the Parent Handbook.

(Initials) (Initials)

Personal Checks and Returned Checks:

I understand that if The Gift of Kids receives a returned check, I will be required to pay the bank fees and pay in cash in the future. I understand that if a returned check is not paid within 30 days, three times the amount can be collected.

(Initials) (Initials)

Medications:

We do not administer any medication.

(Initials) (Initials)

Nap/Rest:

I understand that my child will have nap/rest time between 1:00pm-3:00pm.

(Initials) (Initials)

Parent Rights:

I have read and signed the Parent rights form and understand my rights as a parent. ***I understand that California State Licensing has the right to interview children in the center upon request without consent of the parent/guardian or staff.***

(Initials) (Initials)

Discipline Policies:

I understand that The Gift of Kids does NOT USE Corporal Punishment. Our teachers use the following methods: a) redirection b) planning ahead to prevent problems c) encouragement of appropriate behavior d) consistent, clear rules e) role playing to solve problems. Behavior problems may /will result in a parent conference and may lead to termination.

(Initials) (Initials)

Previous child care/preschool:

Has your child been in care or preschool before? ___Yes ___No. If yes, where and with whom did your child receive care or preschool from?

(Initials) (Initials)

Pandemic/Natural disaster:

If a natural disaster or pandemic occurs, tuition obligations will remain the same. A 30 days' notice or full tuition is needed to hold your child's spot. If The Gift of Kids is in a financial position to meet parents halfway, we will. Under no circumstances, will we give a refund.

(Initials) (Initials)

Liability Release:

The parent or legal guardian assumes all risk of injury or harm to the child while your child is at the daycare center. The parent or legal guardian agrees to fully release, indemnify, defend, and forever discharge The Gift of Kids, its owner, staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions, and causes of action in respect of death, injury, loss, or damage to the child, or by the child, howsoever caused, arising out of or to arise by reason of or during the child's participation at The Gift of Kids.

(Initials) (Initials)

We are so excited to welcome your family to The Gift of Kids!