

Wonder Years Child Care Center

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Admission Agreement

Licensing Agency Rights: - Wonder Years Child Care Center is licensed through Department of Social Services Community Care Licensing division and follows title 22, local. City and county fire and health regulations. The Department of Social Services Community Care Licensing reserves the right to come into the facility unannounced and do a complete inspection of the center, interview the staff and the children without prior consent from child's parents and or legal guardian.

Basic Services and Policies: - Wonder Years CCC is a year round 5 days a week operating child education and development center that provides a safe, healthy and learning environment for children ages 2 to 5. We accept children who are not yet potty trained and we work with the parents to potty train those children. Parents whose children are still in diapers are charged extra \$25 and are responsible for providing their child's diapers and wipes as needed. We are open Monday through Friday from 7:30am to 6pm. with the exception of the following holidays: New Years Day, Martin Luther King Jr. Day, Presidents Day, Commemoration of the Armenian Genocide, Labor Day, Independence Day, Thanksgiving, and Christmas. In addition, further reminders of school closures as well as other changes will be posted on the parent information board in advance. Please have a back up childcare available for the following days. Parents need to contact the school and notify their child's teacher or the administration about their child's absence.

Food Services: The center provides healthy and nutritious breakfast, hot lunch as well as two snacks to help children build healthy eating habits. Monthly menu is posted on the parent information board and a copy of the monthly menu will be provided upon parents request. Children's breakfast, hot lunch and snacks will be prepared daily fresh in the premises by a cook. The breakfast, hot lunch and the two snacks are included in the monthly tuition. Wonder Years CCC will work with families whose children are on special diet. Children who have certain food allergies need to let the school know at the time of enrollment.

Program Options: Wonder Years CCC offers families full time programs. Full time hours are 7:30am to 6pm Monday through Friday. Full 5 days a week program offers morning snack, breakfast, afternoon hot lunch and afternoon hardy snack.

Tuition: There is a \$100 annual registration fee which is Non Refundable. The tuition is charged on monthly basis and it is due on the first of each month. There is no partial or full refund on the monthly tuition because our centers monthly operation expenses don't change and remain constant. The full tuition must be paid regardless of absences, vacation and/or sick days. By making the monthly tuition on time parents can hold their child's space in the program as well as in the classroom that the child was previously in. If the parent doesn't pay the tuition, doesn't call the school to verify the reason of absence, then after the fifth of each month the school reserves the right to fill the available space from the waiting list and automatically the child will be terminated and lose his/her place in the program. Monthly tuition can be paid with cash or check which can be made payable to Wonder Years Child Care Center.

Refund Policy: There are absolutely no full or partial refunds on registration or on the monthly tuitions.

Late Fee Policy: A fee of \$25 will be charged for late payments and additional \$5 late fee will apply each day after the 5th of each month. Further late tuitions will also result in termination and/or your child will lose his/her space in the program. A fee of \$25 will be charged for returned uncollected checks. A late fee will also apply if a child is picked up later than the scheduled school hours. The late pick up fee is \$5 for every 5 minute past the scheduled child's pick up time.

Optional Services – Presently, we offer music & movement class free of charge to our families and their children. We also offer a KID-FIT preschool PE class which is \$10 per month in addition to the monthly tuition. The parents will be notified in advance (30 day notice) of up coming optional services prior implementing them

Field Trip Provisions: We will be taking field trips throughout the school year to the library, parks and go on a nature walk around the school. Parents are encouraged to volunteer from time to time during the field trip which will be planned and announced in advance to make the necessary arrangements. Participating children need to submit the field trip permission slip with the parents consent in order to take part in the field trip.

Modifications - Prior to any rate change or any changes to the program parents/caregivers will be notified 30 days in advance.

Removal/Termination: - 30 DAY NOTICE MUST BE GIVEN PRIOR REMOVING CHILD FROM THE PROGRAM.

Initial _____

Removal Policy - Mandatory 30 day notice must be given prior removing / taking the child out of the program or full month's tuition will be charged and the parent will be held responsible.

Termination Policy - We would not want to dismiss any child/family from our center but to ensure the health and safety of others we reserve the right to terminate a child from the program. A child or any member of the child's family can cause termination if they are disruptive, abusive, unruly or uncooperative to the extent that their participation in the program will seriously impair our ability to provide services to other children who are attending our center. Other grounds for dismissal are as follows. 1) Disruptive or Aggressive Behavior 2) Child is emotionally and physically unable to adjust in the school environment 3) parent fails to pay the fees on timely basis and/or check for payment is returned uncollected on continuous basis and 4) Continuous late pick ups.

Disruptive / Aggressive Behavior: Disruptive and aggressive behavior is natural in young children - however, occasional disruptive and aggressive behavior will not be tolerated and it will not allow the child to adjust to group care. The director and the teacher will attempt to work with the parents to assist the child to modify the behavior. If our attempts are unsuccessful the child will be dismissed from program to assure health, safety and smooth operation of the classroom daily activities.

Withdrawal: A child is withdrawn from the program when 1) parent no longer needs or desired to continue bringing their child to our school and 30 day notice has been given and if the child is absent and parents doesn't want to pay the monthly tuition

Health Policy: Daily health inspection will take place where a staff member will eyeball check the child for any illnesses, bruises or visible marks on the face and forearms before they are allowed to sign in Children who are sick or show sign of illness will be sent home. Children who have a fever, loose bowel movement, heavy nasal discharge, and cough will be sent home and if they are in school they will be isolated and kept in the director's office until their parents pick them up. Children with communicable illnesses need to stay home and parents are required to report it to the school so prior precautions can be made. Please have back up childcare available for the days your child is sick.

Infection Control: WYCCC staff practices safe and healthy sanitation and hygiene by washing their hands, after toileting diapering, changing of soiled clothes, blowing & cleaning noses, administering first aid and medications to children and after handling items used by a ill child. Children will also be taught how to practice safe and healthy hygiene by washing their hands after going to toilet, blowing their noses and also before and after meals. WYCCC also sanitizes toilets on daily basis, toys and other equipment use by the children and by sending the children bedding to be washed weekly.

Medication Administration: We will administer medication to children with minor colds with the child's parents and physicians approval and signature. Parents need to fill out the medication administration form and give to the child's teacher with physical instruction how and when to administer the prescribed medication to the child.

Biting Policy: It is a normal part of two year olds development to bite due to teething, lack of speech and out of frustration. However, it is a health and safety issue therefore WYCCC will take the following action towards resolving the biting problem 1) parents of both children will be notified and be asked to help their child by working with the staff 2) staff will monitor what causes child to bite and during what time of day does the behavior takes place 3) shadow the biting child and on the time of biting stop and redirect the behavior 4) if biting persist that parents will be given notice to take their child out of the program.

Emergencies: Teachers will administer first aid for minor injuries, cuts, bruises and scrapes. The attending teacher will clear and cover the injury and/or apply ice when necessary. In case of more serious injuries parents will be notified and the parent will decide on a course of action they want the school to take. In a case where parent can not be reached the director will decide on course of action. The director will contact the paramedics or take the child to the hospital if required.

I _____ have read and understood the Wonder Years Admission Agreement on

school policies, regulations and I agree to all terms and conditions stated on this agreement.

Parent/Caregiver Signature, Relation to Child

Date

Facility Representative, Title

Date