

WONDER YEARS PRESCHOOL

Admission Agreement

Our primary focus and purpose is to provide a safe and healthy environment for our children and their families. In our program we will concentrate on the growth and development of the whole child. Our center will be working with CCRC to better serve our parents and their children. Our mission is to provide quality childcare where potential for growth and development will be supported by the administration, qualified staff and our families. Our goal is to engage the whole child in developmentally appropriate learning process by creating and maintaining a stimulation environment, effective educational tools and well educated staff. A safe and healthy environment will be the foundation from what we build the child's social, emotional, cognitive and physical development.

A. Licensing Agency Rights: Wonder Years Preschool 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 make an unannounced visit to the facility 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.

B. Basic Services and Policies: Wonder Years Preschool 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 until entry into kindergarten. 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 changed 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 5:30 pm **with the exception of the following holidays: New Years Day, Armenian Christmas, Martin Luther King Jr.'s Birthday, President's Day, Commemoration of the Armenian Genocide, Memorial Day, Labor Day, Independence Day, Thanksgiving, Day, after Thanksgiving day and Christmas break.** 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 backup childcare available for the foregoing days. Parents need to contact the school and notify their child's teacher or the administration about their child's absence.

C. Food Services: The center provides healthy and nutritious breakfast, hot lunch as well as second hot meal 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 parent's request. Children's breakfast, hot lunch and second hot meal will be prepared daily fresh in the premises by an experienced cook. All meals are included in the monthly tuition. Wonder Years Preschool will work with families whose children are on special diet. WY does not serve peanut butter or any items with peanuts or tree nuts. **However, we use snacks that have been prepared in companies where nuts may have been processed.** Therefore, children with severe allergies need to be reported and parent needs to sign the medical liability waiver at the time of enrollment in order for a child to participate in the program. **No outside food will be allowed for any reason.**

D. Program Options: At this time Wonder Years Preschool offers families **full time program only**. Full time hours are 7:30am to 5:30 pm Monday through Friday. 5 days a week program offers morning snack, breakfast, afternoon hot lunch and after nap hot meal.

E. Sign in/Sign out Procedures: Wonder Years Preschool and Child Care Center takes the sign in/sign out process for each child in our program very seriously. In addition, we provide Social Services with records of such sheets during their inspections.

Parents are mandated to sign in and out on daily basis at the time of dropping off and picking up children to and from school.

F. Tuition: The monthly tuition is \$875. There is a **\$200 annual registration fee which is NON REFUNDABLE**. The tuition is charged on monthly basis and it is due on the 1st of each month. There is no partial or full refund on the monthly tuition because our center's 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 **3rd of each month the school reserves the right to fill the available space from the waiting list and the child will automatically 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. (Please indicate the child's name in the memo line).

G. Refund Policy: There is **absolutely no** full or partial refund on registration or on the monthly tuitions.

H. Late Fee Policy: A fee of \$25 will be charged for late payments and additional \$5 late fee will apply each day after the 3rd of each month. Further late payments will also result in termination and/or your child will lose his/her space in the program. A fee of \$30 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 minutes past the child's scheduled pick up time.**

I. Optional Services - At the time being we offer music & movement class free of charge to our families and their children.. Parents will be notified in advance (30 day notice) of upcoming optional services prior to implementing them.

J. Consulting and / or community resources – If child's needs cannot be met in our program, our center will offer referrals to consulting and /or community resource centers in our area based on individual family/child needs. Our center will be using various methods of assessment tools to evaluate and meet each child's needs, including but not limited to Ages and Stages questionnaire.

K. 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. Children who will not take part in the field trips will have the alternative option of staying in the center and will have a regular school day with another classroom until their class is back from the field trip. **SCHOOL DOES NOT PROVIDE TRANSPORTATION TO OR FROM THE SCHOOL DURING THE FIELD TRIPS OR FOR ANY OTHER PURPOSE. PARENT VOLUNTEERS WILL PROVIDE TRANSPORTATION SERVICES AS NEEDED.**

L. Modifications - Prior to rate change and/or changes in school policy parents/caregivers will be notified 30 days in advance.

M. Disruptive / Aggressive Behavior: Disruptive and aggressive behavior is natural in young children - however, continuous disruptive and aggressive behavior will not be tolerated. 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.

N. Discipline Policy. Misbehaved children will be redirected and given time out to compose themselves before rejoining the classroom activities. **NO CORPORAL PUNISHMENT WILL EVER BE USED IN OUR PROGRAM.**

O. Withdrawal: A child is withdrawn from the program when 1) parent no longer needs or desires to continue bringing the child to our school and 30 day notice has been given, 2) if the child is absent and parents don't want to pay the monthly tuition.

P. 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.

Initials _____

Q. Infection Control: WY Preschool 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 an 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. WY Preschool also sanitizes toilets and classrooms by a professional cleaning crew on daily basis, disinfects toys and other equipment used by the children and sends the children's bedding to be washed at home biweekly.

R. Medication Administration: We will administer medication to children with minor colds. In that event child's physician and parent are both required to provide the Center with a signed medication administration form. Parents need to fill out the medication administration form and give one copy to the Director and another to the child's teacher with written instructions.

S. 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 WY Preschool 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 take place 3) shadow the biting child and at the time of biting stop and redirect the behavior 4) if biting persists parents will be given notice to take their child out of the program.

T. Removal / Termination: - 2 (TWO) WEEKS NOTICE MUST BE GIVEN PRIOR TO REMOVING CHILD FROM THE PROGRAM or full month's tuition will be charged and the parent will be held responsible. If parent fails to pay, the school reserves the right to attempt to collect the amount through a collection agency.

U. 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 to 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 pickups.

V. Termination By Parent: Wonder Years Preschool and Child Care Center understands that situations may arise for which a parent may have to terminate their program with our campus. We request a minimum two (2) weeks written notice for termination by the parent. This notice should be given to the Director so all files, accounting and any other miscellaneous items can be done before your child's departure. Please be aware that you will be charged two weeks tuition if you fail to provide the necessary two (2) weeks written notice. Although parents have the right to terminate their child's program with Wonder Years Preschool and Child Care Center with a written 2 weeks notice, please be aware that re-admittance into the program will not be guaranteed at any time.

W. Trial Period: There is a two (2) week trial period starting the first day of care, during which the provider or parent may discontinue care and terminate this Agreement without any notice given. **Any pre-paid tuitions will be returned to the parent on a pro-rated basis, except the registration fee which is NON REFUNDABLE.** After this trial period, termination by the parents shall follow procedures stated in article V above.

X. 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.

Y. Non-Discrimination Policy: Wonder Years will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services in a manner which does not discriminate against any child, parent or family on the basis of race, color, national origin, immigration status, religion, age, marital status, sex, sexual orientation, gender identity, socioeconomic status, disability, religion, or veteran status.

Initials _____

My child's monthly tuition rate is \$875.00. An additional \$25 diaper fee will apply for children who need to be potty trained. Annual registration fee of \$200.00 will also apply at the date of enrollment and every year at the same time as long as child continues to attend Wonder Years.

WONDER YEARS PRESCHOOL RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE.

Acknowledgement:

1. I have read and understood this Agreement in its entirety. _____
2. I further understand that non-compliance to this Agreement may be considered grounds for termination by Wonder Years Preschool and Childcare Center. _____
3. I agree to pay the cost of child care services, according to the tuition policy. _____
4. I understand that I am legally liable for payment for child care services. _____
5. I understand that I am legally liable for any unpaid child care services even if I am on government assisted program. _____
6. If I should terminate enrollment, I will be responsible for paying all outstanding child care debts. _____
7. I understand that the Department of Social Services or licensing agency (under Agreement 101200 (b)(c)) shall have the authority to interview clients, including children or staff and to inspect and audit client or facility without prior consent. The Department of Social Services or licensing agency shall have the authority to observe the physical condition of the clients, including conditions which could indicate abuse, neglect, or inappropriate placement and to have a licensed medical professional physically examine the client. Appropriate identification from the licensing agency will be obtained prior to the interview. _____

I _____ have read and understood Wonder Years Admission Agreement, 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

Notes: _____

