

River Kids Preschool Admission Agreement 2017-2018

Child's Name _____

Child's Date Birth _____

Mother's or Guardian Name _____

Father's or Guardian Name _____

1. Admission Policies

Children will be admitted and accorded equal treatment and access to services without regard to race, religion, color, national origin, or ancestry. River Kids Preschool is for children ages 2 to 5 years old.

The following forms must be completed and turned in to River Kids Preschool **BEFORE** your child may be admitted into the program: River Kids Preschool will not hold a spot for your child until the \$35 enrollment fee is paid.

- River Kids Preschool Admission Agreement 2017-2018
- Physicians Report: Including immunization records.
- Consent for Emergency Medical Treatment
- Identification and Emergency Information
- Personal Rights
- Parents Rights
- Childs Pre admission Health History Report

2. Immunization Requirements

I understand that in order to attend River Kids Preschool children must be current on all immunizations. Immunization records must be presented on or before the first day of school.

3. Absences

I understand that on a day that my child is unable to attend, I will notify the school and there will be no reduction in tuition fees.

4. Holidays

I understand that River Kids Preschool will be closed on the following holidays.

1. Labor Day
2. Memorial Day
3. Veterans Day observed
4. MLK
5. Thanksgiving and the day after
6. Christmas Eve and Christmas Day
7. New Year's Day

5.Illness

I understand that my child cannot attend River Kids Preschool when they are sick. Sickness or Illness may include but is not limited to the following: runny nose, sneezing, fever, headache, diarrhea, vomiting, and asthma related problems. Furthermore I understand River Kids teachers cannot administer medications to my child without the proper paper being filled out. I will be contacted should my child become ill while at River Kids Preschool. I agree to pick up my child promptly upon such notification. Your child will not be permitted back to school until they show no signs of fever, vomiting, or diarrhea for 24 hours.

6.Communicable Disease

I understand that I must inform River Kids Preschool as soon as possible if my child or any member of our family has developed any significant communicable disease.

7.Sign In / Sign Out

River Kids Preschool policy and California law requires parents or guardians to sign in and out their child every day. Children are not allowed to sign themselves in or out.

8.Release of Children

I understand that my child will be released only to parents (except where prohibited by court order), a legal guardian, and to those persons whose names I have listed on my child's Emergency Card (ID must be presented for everyone other than parent or legal guardian). State law prohibits River Kids Preschool from releasing children to a parent/guardian or any person under the influence of drugs or alcohol. Children **will not** be released to any person not listed on child's emergency card or to anyone without a child safety seat.

9.Late Pickup

I understand that River Kids Preschool closes at 5:00pm. Any late pick up is subject to a late fee that is due at the time of pick up. The charge of \$1.00 per minute for the first 5 minutes and \$5.00 per minute thereafter until the child is picked up. Half day pick-ups are subject to the same late payment schedule.

10. Emergency Contacts

I understand that I am required to maintain at all times, at least one additional emergency contact other than myself, including full names, home, work and cell phone numbers. I understand that in the event of an emergency for which I or my emergency contact cannot be reached, the staff may contact police or other emergency authorities.

11. Change of Information

I understand that it is my responsibility to inform River Kids Preschool of any changes to the information on the Emergency Card, as well as other forms in the registration packet, including, but not limited to: address, home phone number, parents' work numbers, medical conditions, and pick-up authorizations.

12. In the Event of an Emergency

In the event of an emergency, if I cannot be reached, River Kids Preschool has my permission to contact the physician(s) listed on my child's Emergency Card, or have my child transported to a local clinic or hospital for care. I will not hold River Kids Preschool or its' employees liable for the expenses incurred by these medical visits. I understand that I am responsible for all expenses incurred.

13. Violent or Unsafe Behavior

I understand that I may be contacted should my child display violent, unsafe, or continually inappropriate behavior. I agree to pick up my child promptly upon such notification. Repeated issues may result in child's termination from River Kids Preschool (no refund will be given)

14. Nap time bedding

I understand that if my child attends the full day session there will be a quiet/ nap time. All children are required to stay on their mat during rest time. Each child is to bring a crib sheet, blanket (pillow optional). Bedding is stored in a bag labeled with your child's name. Bedding will be sent home on weekends, or more often if deemed appropriate, to be washed.

15. Snacks and Lunch

I understand that I am responsible for providing all snacks and lunch for my child. Food is to be stored in a lunch box or lunch bag (no plastic bags for safety reasons) with an ice pack. Children will be offered distilled water with snacks and lunch.

16. Toilet Training

Children are not required to be toilet trained to attend River Kids Preschool. We ask that parents provide diapers, wipes, and cream if necessary. A non-toilet trained rate will apply.

17. Registration Fee

I understand that I must submit the one-time, non-refundable, non-transferable registration fee of \$35.00 before my child will be enrolled in the program.

18. Tuition

The first tuition payment is due upon enrollment. Monthly tuition is due on the 1st Monday of each month. Any payments made 3 days after the due date is subject to a late fee of \$5.00 per day. River Kids Preschool bills on a monthly rate. The rate is the same month regardless of holidays. A sliding scale is available for families who need assistance (please see director)

19. Schedule

Each child has a set number of days that they will attend. If you wish to change, add, or make-up a day due to absence. Prior notification is needed to ensure space availability. A minimum of 2 days a week is required for each child.

20. Withdrawal

Parents must notify the Preschool Director in writing 2 week in advance if they will be withdrawing their children from our program(no refunds will be given)

21. Rights of the Licensing Agency

The Department of Social Services licensing department has the authority to inspect as specified in the Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535. They have the right to interview children attending River Kids Preschool or River Kids Preschool staff without prior consent. This authority includes the right to inspect, audit, and copy the child's records upon demand during normal business hours.

22. Conditions of Termination

As mentioned above, River Kids Preschool has the right to terminate this agreement and ask a parent to withdraw enrollment, if any of the following occurs:

- The child presents a health or safety threat
- Repeated discipline problems
- Lack of parental cooperation
- On-going late pick up
- Inappropriate parental behavior to children, teachers, or staff
- Chronic lack of payment

I have read, understand, and will comply with the policies and procedures included in the Admission Agreement.

Father's or Guardian Signature _____

Mother's or Guardian Signature _____

Date _____

Director's Signature _____ Date _____

Enrollment Start Date _____ Days attending _____