



14 Osborn Way, Danville, CA 94526

## **PARENT AGREEMENT**

1. Autumn Creek Learning Center, hereafter referred to as the Center, is a preschool and a child care provider for children, 2 years to 12 years of age. The Center will be open from 7 A.M. to 6 P.M., Monday through Friday, excluding observed holidays.
2. The Center is an equal opportunity employer. No person will, on the basis of race, color, religion or national origin, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under any program.
3. The Center will observe certain holidays during the year. The list of holidays will be provided to the parents every year in the school calendar.
4. Transportation to and from the Center, will be provided for school age children. The cost of transportation, for the school age children will be built into the basic fee structure.
5. Each child must have a change of clothing, that is left in the Center to be used in case of an emergency. All clothing must be marked with the child's name. The Center will not be responsible for lost clothing. Children should wear washable and comfortable clothing.
6. Each child must have a sheet and a blanket that should be taken back home each Friday, and be brought back to the Center, washed, on the following Monday. A child who does not have a sheet/blanket will be charged \$5.00 for the Center having to provide a set for the day. However, parent(s) will be contacted first to bring a set in. If the parent(s) be reached or cannot bring a set in, the parent(s) must pay \$5.00 at the end of the day.
7. Parents are asked to see that children do not bring personal belongings to the Center. The Center is not responsible for lost articles brought in from home.
8. Children may not bring in food. Adequate snacks will be provided in the morning and afternoon, in addition to lunch at noon. Food exceptions cannot be made for an individual child except for documented medical reasons.
9. Parents are required to bring their child inside the building, see that the child is under staff supervision and sign the child in before leaving the premises. Parents must also sign the child out when taking their child home from the Center. Parents who fail to sign the child in or out any day, agree to pay a penalty of \$10.00 per day.
10. If any person other than a parent needs to pick up a child, the parents must pre-authorize that person.
11. Parents will be called to pick up their children who become ill. Children absent from the Center due to contagious illness may not return without a signed medical clearance from a physician licensed in the State of California stating that the child has recovered and is no longer contagious.
12. Each preschool child will have an afternoon rest/nap period as required by the State Law.
13. Children will be encouraged to play outside in the play yard, except during inclement weather. The staff of the Center cannot keep one child indoor while the rest of the children are playing in the yard. A child must stay home if she/he is unable to play outside on a given day.
14. Parents are encouraged to visit the Center when their child is present. However, the Center requests the parent's cooperation so that no program is disturbed.
15. The parents agree to pay in advance each month a tuition fee of \$\_\_ with no deduction for absence or holidays. The tuition is due on the 1<sup>st</sup> day of the month. A late fee of \$25.00 will be added on the 5<sup>th</sup> day of the month, and an additional \$5.00/day will be charged after that. Unpaid accounts will be referred to the collection agency (see item 20 below.)

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16. The parents agree to pay a non refundable \$\_\_\_/child registration fee each year during enrollment. The parents also agree to pay ½ month's deposit at the time of enrollment (also see items 19 & 22).
17. The parents agree to pay a late pick up fee (cash only) of \$1.00/minute/child, with a minimum of late fee of \$10.00/child, after 6 PM when the Center closes.
18. The parents agree to pay a penalty of \$25.00 for a returned check. If check is returned more than once, the Center may ask for cash payment from those parents. The Center at its option may pursue California Civil Code, Ch.522, Section 1719 for bad checks.
19. In case of withdrawal of a child from the Center, after attending the minimum 60 days of term, the parents agree to give the Center at least two weeks of written notice. If notice is not given, or if the child attends less than 60 days, the parents agree to forfeit the ½ month's deposit.
20. The parents (or the child's responsible party) agree to pay all reasonable collection fees and/or attorney fees on any unpaid accounts that the Center has to refer to an agency for collection or litigation.
21. In the event of an emergency, the parents give their permission to administer first aid or obtain emergency medical treatment in the child's best interest. The parents agree to pay for all such medical emergency expenses, including ambulance fee, involving their child.
22. There is no refund of tuition or registration fee under any circumstances. The deposit will be refunded if adequate notice is given and the minimum 60 day stay requirement is met, per item 19.
23. Should the Management of the Center determines that a child cannot adjust to the Center's programs, or the parent is unable to uphold the agreements, or non payment of tuition, or if a child's behavior is harmful to the child or other children, the Center reserves the right to terminate the Contract by giving two weeks notice. The child will automatically have to be withdrawn from the Center at the end of the two week period.
24. The Department or Licensing Agency shall have the authority to interview children, or staff, or to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member; and for the examination of all records relating to the operation of the facility. The Department or Licensing Agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the children.
25. Each schedule change is subject to \$25 fee, and requires two weeks of written notice.
26. The parent agreement is subject to change with two weeks' notice. The Center will give parents a 30 day notice prior to any rate increase.
27. Management reserve the right to change the choices of Program preference, including choices of days and hours offered for each program, with a 30 day notice.
28. Students joining between the 1<sup>st</sup> and 15<sup>th</sup> of the month will be responsible for full tuition for the month. Students starting on the 16<sup>th</sup> or after will pay ½ of the monthly tuition.
29. There will be an annual registration fee of \$\_\_\_. There will an annual summer fee of \$\_\_\_.

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Signature of Executive Director

Date

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Signature of Parent/Guardian

Date