

Staff _____	Date: ____/____/____
Family name _____	DOB: ____/____/____
Start Date: ____/____/____	End Date: ____/____/____
<b>FRONT PAGE ONLY UPDATE:</b>	
<b>INITIAL:</b> _____	<b>DATE:</b> ____/____/____

## Enrollment Agreement

<b>Child:</b> First	Middle	Last	DOB: / /
Parent		Parent	
Home Phone		Home Phone	
Cell Phone		Cell Phone	
Work Phone		Work Phone	
Address		Address	
Email		Email	

*Note: We do not sell or share parent email addresses*

Schedule	M	T	W	TH	F	Start Date:
Approx. hrs.	__-__	__-__	__-__	__-__	__-__	/ /
City Employee	Y	N	Enrollment Fee \$	_____	Yr. Materials Fee \$	_____
Dept.	_____	Daily Rate \$	_____	Proration \$	_____	

**Tuition Agreement:**

\_\_\_\_\_ **initial**

1. Tuition is to be paid in full, in advance by the 25<sup>th</sup> of each month. Tuition is delinquent by the 1<sup>st</sup> of the following month. A late fee will be charged at that time for any delinquent payments. Please make all tuition payments at the Eureka Community Services Main office at the Adorni Center, 1011 Waterfront Drive. Cash, credit card or check will be accepted. No tuition payments will be accepted at Little Saplings location.
2. **Our costs are constant. Contract requires 2 weeks termination notice. Payment for services is due regardless of attendance. No refunds or credits for absences or vacations. There will be no charge for school closures or school holidays. Little Saplings will give 30 days' notice of any tuition change. Enrollment fees are non-refundable.**
3. Parents who receive funding from alternate payment programs (APP) agree to abide by those additional policies. Attendance forms issued by program are to remain at the Little Saplings site, filled out daily and signed at the beginning of each month. Parents agree to follow all program terms including, but not limited to; notifying Little Saplings and case manager of any changes in parent/child's schedule, changes of employer or school or emergency contact information, notify Little Saplings of all absences or breaks in program. Parent accepts financial responsibility for child care expense outside of program guidelines, schedule or any late fees.

**Center Hours:** \_\_\_\_\_initial

Little Saplings Preschool is open from 7:45 am to 5:30 pm. Parents are required by law to sign their child in and out each day. Parents are to make every effort to pick children up prior to 5:30 pm. If there is an emergency which will detain you, have alternate pickup arrangements available. Every child shall have at least two adults listed, in addition to parents as authorized to remove child from Little Saplings facility. Authorized adults must have photo I.D. In the event that a parent is still detained beyond 5:30 pm, parent will pay \$2.00 per minute, per child, due at the time of pickup. For the safety of your child, Little Saplings has an Abandonment Policy. Any child who has not been removed from care by 6:30 pm will be remanded to local officials to be housed by Child Protective Services until a parent is located.

**Holidays and Closures:** \_\_\_\_\_initial

Little Saplings will be closed in observance of the following holidays and school closures: Martin Luther King Jr. Birthday, Presidents Day, Spring Break (one week in April), Memorial Day, July 4<sup>th</sup> & 5<sup>th</sup>, Summer Break (one week in August), Labor Day, Veteran’s Day, Thanksgiving Day & Friday after, Winter Break (December 23<sup>rd</sup>-27<sup>th</sup>), New Year’s Eve and New Year’s Day will vary year to year. We reserve the right to modify our holiday schedule from year to year as weekdays are impacted. Little Saplings will give 30 days notice to any holiday changes or school closures.

**Enrollment:** \_\_\_\_\_initial

Enrollment is available to all children without regard to race, ethnicity, gender, family structure, sexual orientation or religious affiliation. Enrollment is limited by licensed capacity and the child’s age range. Priority status will be observed for siblings of children currently enrolled. Emergency card, immunization record, enrollment agreement, and other forms required by law must be completed prior to the 1st day of attendance. The State Department of Social Services has inspection authority to enter and inspect a facility without advance notice. The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.

**Health and Wellness:** \_\_\_\_\_initial

A child must be well to attend Little Saplings. In addition, we observe a 24-hour wellness policy. A child must be free of symptoms before returning to care. Should your child become ill during the course of the day a staff member will contact you to pick up your child. It is every parent’s responsibility to remove his/her child immediately. Parents should have several backup plans for alternate pickup. We do not administer medications at school, (except with prescribed Epi Pen and emergency Inhalers). No child should be given over the counter medicines that may mask symptoms of illness.

*Initial to give consent for Little Saplings staff to apply: Sunscreen\_\_\_\_\_ Parent will supply own Sunscreen\_\_\_\_\_*

*\*See supplemental permission form*

*I give Little Saplings consent to offer Alcohol free hand sanitizer\_\_\_\_\_ Do not offer hand sanitizer to my child\_\_\_\_\_*

**Withdrawal and Dismissal:** \_\_\_\_\_initial

Little Saplings requires 2 weeks’ written notice for withdrawal. Tuition for this period is due regardless of parent’s failure to give notice, or whether or not care is used. Center based care is positive for most children. Should we feel ours is not the best environment for your child, we will communicate this to you. We will offer alternate care suggestions and give you, the parents 2 weeks’ notice. If we are unable to accommodate your child for those 2 weeks, we will refund the balance of your tuition.

**Parent Handbook:** \_\_\_\_\_initial

All parents are given access to our Parent Handbook online. It is the parent’s responsibility to ensure their understanding of our policies, procedures and philosophy. You are encouraged to ask as many questions as necessary to determine that ours is the best environment for your child. Parent acknowledges that they have been informed of Parent and Personal (child’s) Rights forms.

**Right to Inspect:**

\_\_\_\_\_initial

Parents are aware that representatives of DSS, Community Care Licensing have the right to visit, observe and interview any child enrolled in a child care center as a part of their licensing mandate.

**Mandated Reporting:**

\_\_\_\_\_initial

Parents are aware that under California state law; all child care workers are required to report any known or suspected instances of child abuse or neglect to the county welfare department or to a local law enforcement agency.

**Photo Release:**

\_\_\_\_\_initial

Little Saplings Preschool and/ Eureka Community Services may document activities in our program through the use of photographs. By initialing this paragraph, you authorize our staff to photograph your child for use in:

Online newsletters Y N

Display in the school Y N

On Little Saplings, Eureka Community Services and/or City of Eureka websites or blogs & Social Media Y N

Hard copy brochure publicizing the school and its activities. Y N

*Photos may be available to parents upon request.*

• **Legal Custody:**

\_\_\_\_\_initial

Are there any custody and/or visiting arrangements we need to be aware of? Yes No  
*If yes, please attach the legal documentation.*

• **Restraining Order**

\_\_\_\_\_initial

Is there anyone who has a legal restraining order limiting or prohibiting contact with your child? Yes No

Is "child care" or "Little Saplings" specifically listed? Yes No

If yes, please attach the legal documentation and list his/her name.

Name of Restrained Person \_\_\_\_\_

Please provide a photo of this person for our teaching staff.

***I verify that I have read, understand and will abide by the above policies and agreement.***

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Signature of Director/Representative of Little Saplings Preschool

\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**KEEP A COPY FOR YOUR RECORDS**