



## Cliff Drive Care Center Admission Agreement

Child's Name \_\_\_\_\_

This agreement is entered into by and between \_\_\_\_\_, \_\_\_\_\_,  
(parent/guardian) (parent/guardian)  
and the Cliff Drive Care Center.

### It is mutually agreed between the parties as follows:

1. The child shall be involved in a program of play and learning experiences that are appropriate for the ages of children enrolled in the program. A balance of active and quiet play is provided, with individual and group activities geared toward the emotional, social, physical, cognitive, creative, language and individual growth of the child.
2. The child shall be furnished with a morning and afternoon snack. The child is to bring his/her own ready-to-eat lunch.
3. If the child comes to the program and becomes ill, his parent/guardian is called to pick up the child. The sick child will be isolated from the other children until picked up by the parent/guardian. If the child has a fever, stomach or intestinal illness, they will not be allowed back to the program until 24 hours after the illness has passed.
4. If medication is required to be administered, the parent/guardian must complete the medication administration form with the Director of Cliff Drive Care Center. All medications, if kept on site, must be in the original container with the current effective date and prescribed information and directions for use. This also applies to all over-the-counter medication. All medications must be kept in a secure designated location.
5. In case of injury, the staff shall administer appropriate first aid to the child. If it is the judgement of the staff that the injury is an emergency, paramedics will be called to the site and a parent or guardian shall be contacted.
6. The director or staff members shall notify the child's parent/guardian of suspected exposure to communicable disease.
7. The parent shall complete the Identification and Emergency Information and Physician's Report forms every fall.
8. The director and staff shall attempt to safeguard personal belongings, but shall not be responsible for lost or broken items. Please put child's name on all clothing and personal belongings.
9. The adult who brings the child to or removes the child from school must sign in and sign out every day using their full legal signature and the time of day (this is mandated by the State of California). Failure to do so will result in a \$5 failure to sign fee for each instance.
10. The Director or any staff members shall report to Children's Protective Service or the Police Department as required by the State of California Penal Code, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.
11. The child may be required to be removed immediately and without advance notice from Cliff Drive Care Center for consistent use of inappropriate language, abusive and/or harmful, aggressive behavior or disruptive behavior, or if the Center can not guarantee the safety of the child or other children due to the child's behavior.
12. The child/family may be required to be removed with a two week notice from Cliff Drive Care Center for consistent disregard to Cliff Drive Care Center's policies, failure to pay for services, disruptions to daily schedule and/or the use of inappropriate language, abusive and/or harmful, aggressive behavior or disruptive behavior toward students and/or staff, or if Cliff Drive Care Center is unable to meet the needs of the child.
13. The State Licensing Agency has the right under Section 101195(b and c) to interview clients and to inspect and audit client or facility records without prior consent, to observe the physical condition of the client, and to have licensed medical professionals physically examine the client.
14. Concurrent with California Code Section 49068, Cliff Drive Care Center reserves the right to contact prior schools that the child has been enrolled in and obtain information and/or copies of student records.
15. Parent has the right to request, in writing, that another parent not be allowed to visit a child or take a child from this facility provided the custodial parent has shown a certified copy of a court ordered custody. If there are court ordered custody measures in place please provide a copy and keep us advised, concurrent with California Code section 102419 parental and authorized representative rights.

## Monthly Payment Provisions

(Effective September 1, 2017 thru August 31, 2018)

### Preschool (2-3 year-olds)

Days/week	Full Day	Half Day
Five days	\$995.00	\$745.00
Four days	\$825.00	\$620.00
Three days	\$645.00	\$490.00
Two days	\$440.00	\$340.00
Daily Drop-In Rate	\$55.00	\$42.50

### Preschool/Pre-Kindergarten (4-5 year-olds)

Days/week	Full Day	Half Day
Five days	\$960.00	\$670.00
Four days	\$790.00	\$560.00
Three days	\$620.00	\$445.00
Two days	\$425.00	\$310.00
Daily Drop-In Rate	\$53.00	\$39.00

1. A 15% discount is given for each additional child of the same family enrolled, **up to a maximum discount of \$50**. The full tuition will be paid on the child for whom the highest tuition is owed.
2. A two week advance written notice is required when you no longer desire to have your child attend Cliff Drive Care Center. If a notice is not given then you will be billed for a complete month.
3. There are no tuition reductions for holidays or absences. Families are entitled to a two-week vacation yearly, upon two weeks' notice. Vacation year is from September to August. Cliff Drive Care Center is closed for the following holidays: Memorial Day, Fourth of July, one in-service day before or after Labor Day, Labor Day, Thanksgiving Thursday & Friday, and Christmas Break (December 24<sup>th</sup>-January 1<sup>st</sup>.)
4. Tuition is to be paid in advance by parent/guardian on a monthly basis. Charges are based on a Calendar Month from the 1st through the 31st. **You will receive your billing statement the last week of the month for the subsequent month. Your tuition payment will be due on the 1st of each month. If the month's payment is not made by the 5<sup>th</sup> of the month, you will be assessed a late fee of \$20.00.** The first month's bill will be prorated depending on the starting date. Subsequent months will be billed on a monthly basis for the entire month. Late or non-payment of fees is sufficient cause for dis-enrollment.
5. A child's tuition statement of billing can only be sent to one household. Cliff Drive Care Center is not responsible to send out two monthly statements for one child to a different mailing address. In the event of a change marital status, it is the parent's responsibility to determine the financial responsible party regarding tuition payment.
6. **A non-refundable registration fee of \$100.00 is due at the time of registration.**
7. Children must be picked up by 5:30 PM. Late fees of \$5.00 for every 15 minutes or portions thereof will be charged.
8. Parent/Guardian will complete ASQ3 Ages & Stages Questionnaire to provide Cliff Drive Care Center with information on your child's development. High Scope Assessment tools will be used by teachers annually in creating curriculum.
9. Upon attendance a child must have a completed enrollment packet. This includes the forms required by the State of California, which are: An admission agreement, Identification and Emergency form, Release form, Child's Pre-admission Health History, Physician's Report form prepared and signed by a physician, Consent for Emergency Medical Treatment, the Tuition Contract, Parents' Rights form, Personal Rights form, Acknowledgment of Receipt form, and an ASQ3 Ages and Stages Questionnaire. **The Physician's Report and the attending immunization records must be updated annually.**
10. Photographs and video of the children participating in our programs may be taken from time to time and be published/displayed in public and private settings, including but not limited to slide shows, newsletters, brochures, periodicals, social media, and other publicity materials for Cliff Drive Care Center or the Free Methodist Church of Santa Barbara. Your permission for photographs including your child to be used without compensation is part of this agreement.

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
(Parent/guardian)

SIGNED \_\_\_\_\_  
(Parent/guardian)

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
(Director)