

**MORNINGSIDE PRESBYTERIAN CHILDREN'S CENTER  
ADMISSION AGREEMENT  
(Pre-School)**

We are happy to have your child, \_\_\_\_\_ age, \_\_\_\_\_ enrolled at our Center for the year \_\_\_\_\_. Your non-refundable registration fee is \$ \_\_\_\_\_.

Days and Program Requesting:

DAYS OF WEEK	FULL DAY	HALF DAY

**MONTHLY PAYMENT:**

Your **monthly** tuition fee is \_\_\_\_\_ for \_\_\_\_\_ days per week. Please pay by check, credit card or money order. Tuition is due in full on the 1<sup>st</sup> of every month (unless other arrangements have been made, in such cases it is due in advance of child's attendance). Tuition is based on days enrolled not just the days of attendance. No tuition credit is given for absences or school holidays except for extended illness (2 or more continuous weeks).

**CHANGE OF ENROLLMENT DAYS:**

A Change of Enrollment form must be filled out if you wish to change the days your child is enrolled.

**VACATION CREDIT:**

With each registration and re-registration fee, children in our Pre-School Program will be allowed two (2) weeks vacation credit per year. **Written notice must be given at least one (1) week in advance of the vacation and tuition payments must be current.** The child must have attended the Center for at least three (3) months prior to the vacation.

**LATE FEE:**

Tuition is due in full on the 1<sup>st</sup> of every month (unless other arrangements have been made, in such cases it is due in advance of child's attendance), late on 2<sup>nd</sup>, delinquent on 10<sup>th</sup> by the end of business day, with \$20 late fee assessed and/or your child will not be admitted to the Center unless specific arrangements for payment are made with the Director.

**RETURNED CHECKS:**

A returned check fee of \$15 will be charged for returned by the bank because of non-sufficient funds. Second offense will result in cash or money order transactions only.

Reg. Fee: \$ _____	1 <sup>st</sup> Month Tuition: \$ _____	Total Check: \$ _____	Check #: _____
<b>START DATE:</b> _____		<b>CLASSROOM:</b> _____	

**LATE PICK-UP PENALTY FEE:**

Children must be picked up at the end of **scheduled program**. Any child remaining after 6:00 pm (full day) or 1:00 pm (half day) will be charged **\$5.00 for every 5 minutes or any part thereof. NO CHILD IS ALLOWED AT THE CENTER AFTER 6:00 P.M.** If after 6:30 p.m. we are unable to get hold of someone to pick up child, the Fullerton Police Department will be contacted and child will be placed in protective custody, as well as filing a report with the Department of Social Services.

**CHILD CUSTODY:**

Both parents have legal access to the child unless a restraining order or child custody order is on file with Morningside Presbyterian Children’s Center.

**ILLNESS OF CHILD:**

The child will not be admitted to the Center on any day when child exhibits obvious symptoms of illness such as fever or vomiting. Morningside Presbyterian Children’s Center may reasonably deny admission of the child believed to have been exposed to a contagious disease. It is parent’s responsibility to notify the Center immediately regarding a child’s illness or exposure to an infectious illness. Allergies of any kind should be brought to the attention of the Center.

**RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN:**

Parent understands and acknowledges that the Center is a licensed Child Care Center and that, under California law, the California Department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed Child Care Center, to inspect and audit children’s records; to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examinations of children.

**WITHDRAWAL BY PARENT:**

Parent may withdraw child from Morningside Presbyterian Children’s Center at any time; provided however, that parent shall notify the Center of temporary or permanent withdrawal in writing (Notice of Withdrawal Form) two (2) weeks in advance of withdrawing child from the Center. Talking to the teachers or the Center’s Director does not constitute notification. Notification must be to the office and it must be in writing (Notice of Withdrawal Form).

**MODIFICATION:**

Parent understands and acknowledges that under California law, Morningside Presbyterian Children’s Center may modify this Agreement whenever circumstances covered in this Agreement change, provided that any such modification shall be in writing and shall be signed and dated by parent and the Center, and provided further that if the Center rates or fees are set by agreement between parent and the Center, the Center agrees to provide written notice to parent thirty (30) days prior to implementing any change in such rate of fees.

I have read the above Admission Agreement and will abide by these policies.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Director)

# IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

### ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

### PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

- CALL EMERGENCY HOSPITAL       OTHER      EXPLAIN: \_\_\_\_\_

### NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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### TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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# Morningside Presbyterian Children’s Center

## Photo Consent Agreement

Morningside Presbyterian Children’s Center prints brochures, newsletters and other promotional materials in order to provide information about our center. We also use our website and Facebook for the same purpose. On occasion we would like to use photographs of students involved in various campus activities. The photographs help promote our center and illustrate the great ways Morningside Presbyterian Children’s Center has positive influences on students’ lives.

The center always places the safety of our students at the forefront of everything we do. In order to maintain anonymity and privacy, students will not be identified by name in published photographs. However, on rare occasions you may be asked to allow the center to print your child’s name. In such case, you will be asked to specifically agree beforehand that a specific photograph may include his/her name.

Morningside Presbyterian Children’s Center would like your consent to use your child’s(ren’s) photograph in publications or on the website.

Please **initial** the appropriate box below:

\_\_\_\_\_ I agree to allow Morningside Presbyterian Children’s Center to publish photographs of my child(ren) in newsletters, promotional brochures, on the center’s Facebook page and/or on the center’s website. I understand that my child(ren) will not be identified by name.

\_\_\_\_\_ I would prefer that my child’s(ren’s) photograph not be used in any published material or on the internet.

Child’s Name \_\_\_\_\_

\_\_\_\_\_  
Print Parent/Guardian’s Name

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

\_\_\_\_\_  
Date

# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Children's Residential Facilities

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

\_\_\_\_\_ TO PROVIDE ALL EMERGENCY MEDICAL OR DENTAL CARE  
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER WHATEVER  
NAME

CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED

ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

\_\_\_\_\_ DATE

\_\_\_\_\_ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

( )

WORK PHONE

( )

# PERSONAL RIGHTS

## Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

**TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

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### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: \_\_\_\_\_

Licensing Office Address: \_\_\_\_\_

Licensing Office Telephone #: \_\_\_\_\_

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

*For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

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### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

\_\_\_\_\_  
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.**

*For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

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# IMPORTANT INFORMATION FOR PARENTS

## CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>