

# Kids Choice After School Care, Inc

## Admission Agreement

(Per Title 22, Section 101219a mandatory  
document required by the State of California)

### Basic Services

Kids Choice After School Care, Inc (Kids Choice) provides care for school-age children. Kids Choice offers an enriching, supportive educational environment for Palo Alto Unified School District children, Kindergarten through Fifth Grade (ages 5-12) on site at Nixon Elementary School. After-school child care will be provided Monday through Friday, with after-school care operating from 11:30am to 6:00pm on school days. On Palo Alto Unified School District staff development days, local holidays, and spring break our operating hours will be from 8:00am to 6:00pm. Kids Choice offers a stimulating environment designed to promote social, emotional, intellectual, and physical development. Our goals are to provide affordable quality child care; a caring and competent staff; a warm, inviting, trusting, supportive, and safe environment; an open and inviting line of communication between parents and staff; and a rich curriculum that will meet each child's developmental needs. The program objectives are to provide age-appropriate, hands-on curriculum that will also meet the developmental needs of each child. The curriculum focuses on various areas of learning for the children's growth and enjoyment, which include manipulatives, reading, math, creative arts, physical development, science, social development, cooking, homework skills, and the value of children learning through play. We are committed to providing a high quality program, aligning with the National Association for the Education of Young Children (NAEYC) quality standards.

### Tuition Policy and Tuition Rate

A. Tuition Express is a service that handles Electronic Fund Transfers where parents can set up automatic credit card payments or auto drafts from checking/savings accounts. Parents can also pay on site with check or cash.

B. The monthly tuition rate agreed upon by both Kids Choice and by the parent is \$\_\_\_\_\_.

C. Updated school year and summer tuition schedules are distributed annually. You will be charged according to the current tuition schedule in effect. In addition:

1-Monthly tuition is comprised of the Palo Alto Unified School District staff development days, local holidays, national holidays, and winter and spring breaks.

2-Kids Choice will not charge additional fees for Palo Alto Unified School District staff development days, local holidays, and spring break at which point we are open all day, from 8:00am to 6:00pm. Additionally, Kids Choice will not adjust the monthly tuition for national holidays and winter break in which we are closed which offsets the days we are open without additional fees.

3-Tuition is due on the 1st of the month and considered late on the 5<sup>th</sup> of the month, in which a late fee of \$40.00 will be assessed as of the 5<sup>th</sup> of each month.

4-August and June tuition will be prorated based on the number of school days per month.

5-Kids Choice shall provide a 30-day written notice prior to any changes in tuition.

6-Returned checks will be subject to any bank fees charged to Kids Choice.

7-An enrollment fee of \$65.00 will be levied as a one-time, non-refundable fee.

8-Currently enrolled families during the school year may request an additional afternoon based on availability which will be billed monthly at a rate of \$50.00.

9-Currently enrolled families during the school year may request an additional day which will be billed monthly at a daily rate of \$100.00 per day.

### **After Hours Late Fee**

Kids Choice is closed at 6:00pm, Monday through Friday. A rate of \$2.00 per minute will be levied for any child/ren picked up after 6:00pm which will be billed monthly. As a courtesy, Kids Choice will provide a one-time reminder (pass) and waive the fee for late pick up on the 1<sup>st</sup> late pick up day for each family.

### **Non-Reported Absence Fee**

A fee of \$30.00 will be levied for parents who do not notify Kids Choice of their child's absence. Parents are required to notify Kids Choice by 11:00am if their child/ren will be absent that day. As a courtesy, Kids Choice will provide a one-time reminder (pass) and waive the fee for the 1<sup>st</sup> non-reported absence. The non-reported fee will be billed monthly. This is crucial to the safety of all the children. It takes away time from the staff to maintain safety and quality supervision of the children attending. It also ensures the safety of you own child.

### **Changes/Withdrawal from the Program**

A two-week written notice must be submitted to the director prior to a change or withdrawal from the program. Kids Choice requires this written notice to contain specific changes in schedule requested, date of change in schedule or date of withdrawal. Parents may withdraw their child for any reason. Kids Choice reserves the right to terminate this agreement if the program does not meet the needs of the child, failure to make payment of agreed upon fees for services rendered, failure to abide by Kids Choice policies.

### **Refund Policy**

All fees are charged on the basis of enrollment, not attendance. There are no adjustments for non-attendance. When you enroll, you are reserving time, space, staffing, and provisions, whether or not your child attends. Refunds of advance payments will be granted if Kids Choice cannot provide care. Refunds of advance payments will only be granted if a two week written notice of the withdrawal from the program is given. Refunds will not be given if your child is suspended or terminated from the program.

### Medicine Administration Policy

Kids Choice will administer medicines (over-the-counter or prescriptions) to the children enrolled and on the facility site during operational hours, under the following conditions:

A-All medicine must be hand delivered by a parent/guardian to Kids Choice staff or turned into Nixon Elementary School office.

B-All medicines must be in their original container labeled with the child's name, type of medicine, and directions for dosage.

C-Prior to administering medicine a "Release to Administer Medicine" form must be completely filled out with child's name, physician's name, type of medicine, directions for dosage, dates and times to be administered, expiration date and must be signed by parent/guardian.

### Authorized Pick Up/Release Form

A. Kids Choice requires that the "take-home authorization" form is filled out and signed by the parent/guardian or an email is sent prior to the child/ren's pick up. In addition, the authorized person must present photo identification in order to pick up the child/ren.

B. Kids Choice requires that if your child is signed up for an after school enrichment class, an email must be sent to Kids Choice prior to the start of the enrichment class.

### Enrollment Policies

A-First, please check for available space with Kids Choice before filling out the required forms.

B-Once you have checked for available space, enrolling in Kids Choice requires submitting all forms prior to attending our program.

C-Please visit our website at [www.kidschoiceafterschoolcare.org](http://www.kidschoiceafterschoolcare.org) for information about our program and to access the required enrollment forms under the "Forms and Tuition" tab. The required enrollment forms are mandated by Department of Social Services, Community Care Licensing Division and include: Enrollment Application, Consent for Medical Treatment, Child's PreAdmission Health History, Notification of Parents' Rights, Personal Rights, and Admission Agreement.

*D-Once all forms are filled out, please schedule a time to come by the center to turn in your enrollment paperwork since we are mandated to have original signatures.* As well as visit the center, meet the staff, discuss your child's health (physical & emotional development) to ensure our program can meet the needs of your child, learn about our policies and procedures by reviewing our Admission Agreement and Parent Handbook, and get all your questions answered.

### Priority Enrollment/Waitlist Policy

Our priority enrollment is as follows: currently enrolled families, followed by siblings of currently enrolled families, then incoming Kindergartners for the upcoming school year.

Therefore, any remaining space(s) for the upcoming school year or any space(s) that become available during the school year, Kids Choice will use the waitlist based on first come, first serve unless the space is unavailable in the room your child would be enrolled.

### Calendar

A. Kids Choice observes the following holidays: New Year's Day; Dr. Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the Friday following; Christmas Day.

B. In addition, Kids Choice will be closed for the following staff training/prep days: the day(s) of the week before the first day school; the day before the start of our summer program. Kids Choice is also closed for winter break.

C. Kids Choice will be open from 8:00am to 6:00pm for Palo Alto Unified School District staff development days, local holidays, and spring break, and for our summer program. Please refer to our annual calendar for specific dates.

D. Kids Choice will give a 30-day written notice prior to any changes in our annual calendar.

### Licensing Requirements

The State of California General Licensing Requirements, Section 101200 states:

(a) The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535.

(1) Health and Safety Code Section 1596.852 provides:

Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.

(2) Health and Safety Code Section 1596.853 provides in part:

(a) Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing.

(b) The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complainant specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any record published,

released, or otherwise made available to the licensee shall disclose the name of any person mentioned in the complaint, except the name of any duly authorized officer, employee, or agent of the department conducting the investigation or inspection pursuant to this chapter.

(c) Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within 10 days after receiving the complaint, except where the visit would adversely affect the licensing investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In either event, the complainant shall be promptly informed of the department's proposed course of action.

(d) (1) Upon issuance of a license for a child day care facility or upon denial, revocation, or temporary suspension of a license or within 24 hours of a finding that physical abuse or sexual abuse has occurred, the department shall notify the resource and referral agency funded under Section 8210 of the Education Code for that jurisdiction.

(2) The resource and referral agency shall be notified of the final resolution.

(2) With the exception of parents seeking local day care service, any other entity specified in subdivision (b) of Section 1596.86 may request that the department provide the notification described in paragraph (1).

(e) When the department substantiates an allegation which it deems to be serious, in a facility funded by the Child Development Division of the State Department of Education pursuant to Chapter 2 (commencing with Section 8200) of Part 6 of the Education Code it shall notify the Child Development Division.

(3) Health and Safety Code Section 1596.8535(a) provides:

"Notwithstanding any other provision of law, the department shall conduct any authorized inspection, announced site visit, or unannounced site visit of any child daycare facility only during the period beginning one hour before and ending one hour after the facility's normal business hours or at any time childcare services are being provided. This subdivision shall not apply to the investigation of any complaint received by the department if the department determines that an inspection or site visit outside the time period beginning one hour before, and ending one hour after, the facility's normal operating hours is necessary to protect the health or safety of any child in the facility."

(b) The Department has the authority to interview children or staff without prior consent.

(1) The licensee shall ensure that provisions are made for private interviews with any children or staff members.

(c) The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

(1) The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

(d) The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

Kids Choice is mandated by the State of California to report any suspected form of child abuse.

#### **Reasons for Termination**

We reserve the right to disenroll your child for the following reasons:

A-If you fail to pick up your child/ren daily by 6:00pm.

B-If you fail to pay your tuition by the due date each month and for nonpayment of one month.

C-If there is a disciplinary problem with your child/ren that puts other children at physical risk, emotional risk or does not enable Kids Choice to properly serve the families.

#### **Termination of Admission Agreement**

This agreement will be terminated when a child is formally withdrawn from Kids Choice or when a new agreement is required by the State of California or by Kids Choice.

#### **Parent Handbook Confirmation**

I have read and understand all of the policies included in the Parent Handbook located on the Kids Choice website under the Parent Handbook tab and agree to follow these policies by signing below.

#### **Admission Agreement Acknowledgement**

I have read and fully understand the aforementioned items and agree to comply with the policies of this Admission Agreement.

\_\_\_\_\_  
Print Name of Parent/Guardian

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Director

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date