

- I understand that school records are confidential. I may inspect and review all school records of my child and may request a copy of the materials.

Signing In/Out

- The program shall assume responsibility for my child after the authorized person, or I have signed my child in using full first and last names and my child has been greeted by a teacher. The program shall retain responsibility until my child is signed out by a parent/guardian or a designated representative of the child's parent or guardian designated choice using full first and last name.
- I will record the arrival time and sign my full name in the space provided on the daily attendance sheet before leaving my child at the program and upon arrival when picking up my child from the premises. I understand I am responsible for checking in/out with a teacher upon arrival and departure.
- If I cannot pick up my child, I will arrange for another authorized person, at least 18 years old, to sign for and pick up my child. If I designate a different person to pick up my child other than the one initially identified on the enrollment forms, I must notify the center in writing. I understand the center will not release a child to individuals unless I have written their names on the release form.

Late Pick-ups

- I understand that the Family Childcare closes at 6:30 p.m. I know that if I have not picked up my child by 6:30 p.m., the program is unable to contact someone on my child's emergency card, but it will contact the necessary authorities for notification and to assume responsibility. If feasible, a caregiver will remain with my child until either an adult listed on my child's emergency information sheet or I arrive to pick up my child.
- I understand if my child is not picked up by his/her contract time, I will pay the required late fee (\$1.00 per minute without prior notice; \$20.00 per hour with prior notice and consent).

Health Policy

- I understand that if my child requires medication while present at the program, the program must have a prescription from a licensed physician on the physician's prescription pad or letterhead. This includes either prescription or over-the-counter medication. Furthermore, it is my responsibility to bring my child's medication to a staff member in the original container with written instructions. I understand that under no circumstances may my child have any medication or administer medication to him or herself.
- I understand that the program will give appropriate first aid to a hurt child. I will be contacted if the program staff judges that immediate medical attention is necessary or in the case of a head injury. In the event I cannot be reached, and staff judges the injury to be of an emergency nature, my child will be transported to a medical facility by ambulance. I understand I shall assume full financial responsibility for all treatment administered to my child.
- My child will have a health screening daily as required by law. If my child must be excluded from the program for health reasons, I agree to abide by the decision and take responsibility for my child's care. It is expected that an ill child will be picked up from the program within a reasonable length of time and that the child will be isolated until picked up. If my child is also enrolled in kindergarten and he/she becomes ill while at kindergarten, I fully understand that the center is not responsible for my child's care.

Initial: _____

- The program will post notice of any suspected exposure to an infectious disease on the parent information board located in the bulletin area.
- I will notify the program by phone if my child will not be attending for any reason on any given day. I will also notify the program immediately if my child contracts an infectious disease.
- I understand that staff will report any suspicion of child abuse, neglect, or endangerment of which they become aware to Child Protective Services as required by law.

FORMS

All forms must be completed before admission (additional forms may not be listed)

*Ident. and Emergency Information	LIC 700
* Child Pre-admission Health History	LIC 702
*Parent Notification	LIC 9150
*Affidavit Regarding Liability Ins.	LIC 282
*Consent For Emerg. Med. Treatment	LIC 627
*Notification of Parents Rights	LIC 995
*Admission Agreement	
*Registration Form	
*Handbook Signature Page	
*Food Program Enrollment Form	
* Food Program Eligibility Form	
*Field Trip ID Badge	
*Emergency Card	
*Caregiver background check	LIC 995E
*Consumer Awareness	LIC 9212

MONITORING SYSTEM

We have installed a Monitoring System, which has many advantages to both teachers and students:

- 1. TEACHER EVALUATION**
The Director can monitor/observe teachers.
- 2. OBSERVATION OF CHILDREN**
Children can be observed by staff to improve teacher/child relationships.
- 3. TEACHERS TRAINING**
This monitoring system is intended to ensure quality educational standards and our children's safety.
This system is not installed in any restroom area of this facility.

Miscellaneous

- I will complete all forms as required for enrollment (before the start date).
- The program does not provide any optional services.
- I will check my child's bin or cubby, parent pocket, and parent bulletin board daily for news and other projects/information.

Initial: _____

- I will notify the center two weeks before any changes in childcare schedules using the Change of Service Request.

Termination of the Agreement

- Childcare is reserved for Gain Participants and persons affiliated with DPSS, faculty, and staff. Eligibility for childcare ends at the end of employment/program.
- If my child withdraws from the Child Center, I agree to give two weeks' advance notice in writing. I understand I will be responsible for all fees incurred during those two weeks. Monthly fees paid in advance will be prorated, and the appropriate amount will be refunded.
- The Family Childcare reserves the right to dismiss a child from the program if staff feels that the child's individual or developmental needs are not being met and if her or his needs or behavior interferes with other children's rights to attend a safe and nurturing program.
- Families receiving subsidized childcare have the right to appeal any changes made by the program to their services. A written intent to appeal must be filed with the program within 14 days (see Notice of Action for complete appeal process).
- The following are also considered grounds for canceling childcare services: refusal of the parent to provide essential information about record-keeping and eligibility; excessive late pick-ups of children; excessive unexcused absences (for children who have subsidized childcare funding); failure to pay fees; failure to comply with policies.

School Age Program Specifics

- If my child arrives at the program without an adult, program staff shall sign in my child as mandated by California Community Care Licensing. If my child is age eight or older, I understand that I have the option of allowing my child to sign him or herself out of the program independently. I must complete a Sign-Out Authorization Agreement indicating when and how my child may leave the program. Program staff shall sign out children ages eight and older whose authorized representatives have agreed in writing to allow the children to leave the program independently.
- Hours of operation: In-school care 06:30 – 8:00 a.m. / 02:30 – 06:30, full-day Care 6:30 – 6:30 p.m. on school holidays and Vacation Days. See the attached calendar for program closure days.

I understand my child shall be furnished with breakfast if present in the morning, lunch if present at noon, and an afternoon snack at 3:30 p.m. The School Age Center participates in the Child and Adult Care Food Program and follows all CACFP guidelines.

Please check each statement after you receive the specific document or policy.

I HAVE RECEIVED COPIES OF

- Facing the Facts: A Parent's Guide to the Understanding of Child Sexual Abuse*
- Personal Rights - Community Care Facilities*
- Childcare Facilities Parent's Rights*

Initial: _____

FAMILY HANDBOOK

I have received a copy of the *Family Handbook*, which states the program's admission policies, philosophy, procedure for obtaining staff qualifications and names, disciplinary practices, the name, address, and phone number of the local Department of Social Services, and health care procedures.

PERMISSION TO USE PHOTOGRAPHS OF MY CHILD

We take many pictures at the program. We use these pictures in the curriculum, in the instructional program, in wall displays, and in newsletters. With your permission, we also use these pictures in our manuals, displays, audiovisual presentations, brochures, and flyers.

- I give my permission to Family Childcare to take photos of my child and use them in informational or promotional material.
- I do not allow Childcare to use photos of my child in informational or promotional material.

Other**Nondiscrimination Policy**

- The Childcare Services is open to all Gain and DPSS families regardless of race, color, national origin, gender, religion, age, physical or mental ability, political beliefs, sexual orientation, or marital status. The program is committed to making all reasonable accommodations to meet every child's needs. Please call 310-756-0850 if you require alternative means to communicate program information (large print, audiotape, etc.) or need disability-related accommodations to visit us. Detailed information on this policy is in the Family Handbook.
- Under sections 101200(b) and (c) of Title XXII regulations, Community Care Licensing has the right to interview the child and staff and inspect and audit all records maintained by the program without securing prior consent. Child Protective Services can observe and interview children at all licensed childcare facilities without securing prior consent.

I agree to abide by the program's policies and perform the obligations of parents/guardians outlined in this agreement. My signature below indicates that I have read the terms of this agreement and understand the essential services, obligations of parents/guardians, termination procedure, and payment provisions. It further indicates that all my questions have been satisfactorily answered and that I have read and understood all contents of the Family Handbook.

Parent/Guardian Signature: _____ Date: _____

Program Representative Signature: _____ Date: _____

Initial: _____