**FRUIT OF THE VINE ADMISSION AGREEMENT**

**HOURS OF OPERATION**

The Center is open Monday through Friday from 7:00 am to 6:00 pm. Your child’s contract hours at the Center are based on your work and/or school hours. 30 minutes for travel time is allowed for drop off and pick up. Individual exceptions can be made, if necessary, at the time of enrollment. The center is a full day, year-round program.

### OPEN DOOR POLICY

### Parents are welcome at the Center at any time during normal hours of operation. You are encouraged to visit and observe your child, have lunch with him/her, interact & participate during group time & volunteer. You do not have to ask permission to enter your child’s classroom and you are encouraged to come and observe your child and their peer interactions as often as possible.

**ATTENDANCE**

* Keep within contract hours.
* Persons must be authorized to pick up your child, be at least 18 years of age and have photo identification (Driver’s license, CA ID Card, or other valid photo ID.)
* If you are late picking up your child and you cannot be reached, an authorized person from your emergency contact form will be called to pick up your child.
* Full signatures are required on the sign-in and sign-out forms.

**DROP OFF**

Children are to be dropped off at the Center *on time*, according to their contract hours. Children who are dropped off late are distracting to the morning program activities. It is also more difficult for children who are dropped off late to smoothly transition into the Center.

**ALL CHILDREN SHOULD BE AT THE CENTER BY 9:00 AM OR BY THEIR CONTRACT TIME, IF IT IS LATER THAN 9:00 AM.**

Late Drop-off Policy:

* 1st late drop-off – verbal warning
* 2nd late drop-off – written warning

3rd late drop-off –Three (3) or more occurrences of late pick up may result in a meeting with center staff

**Late Arrivals due to Appointments**

If possible, please schedule appointments outside of school hours. If this is not an option, please notify your child’s Program Director in writing in advance.

***Community Care Licensing requires families to sign a full signature at arrival and departure of your child.***

**Late Arrivals due to Appointments**

If possible, please schedule appointments outside of school hours. If this is not an option, please notify your child’s Program Director in writing in advance.

# ATHORIZATION FOR PICK-UP

# 

Only those individuals with prior written authorization and who have proper I.D. may pick up the child (no faxed and no phone authorizations). This is for your child’s protection. **THE** STAFF WILL NOT RELEASE A CHILD TO ANYONE WITHOUT PROPER AUTHORIZATION. Proper authorization is a person’s name written by you on the child’s emergency form. All authorized persons must furnish a photo I.D.If you need to add a name to your form, please notify the director. Any authorized person must be able to verify their identification with a staff member before a child will be released to them. It is important to keep work and home phone numbers and addresses current so that we can locate you in case of an emergency.

**Late Pick-up**

You may sign your child out any time before 6:00 P.M. You are required to pay an additional $10.00 for the first 15 minutes, or portion thereof, after the 6:00 P.M. closing time and $1.00 per minute thereafter. If a parent is not able to pay the late pick-up fee at the time of pick-up, the fee will be due with the following month’s tuition. After 7:00 p.m., if there has been no contact between Fruit of the Vine Child Development Center and you or your authorized representative, your child will be in the custody of the local Police Department, as this Constitutes abandonment. Any family who picks up their child late four (4) times in a fiscal year, (July 1 - June 30), will have their services terminated. If you are consistently late in picking up your child, this is considered to be child neglect and will be reported to the Dept. of Children and Family Services. If you are going to be late, both your child and the staff will appreciate a courtesy phone call.

**NOTE: A COURTESY PHONE CALL DOES NOT WAIVE LATE CHARGES**

**MONTHLY TUITION PAYMENT AND LATE FEE**

All fees are determined on a sliding scale according to the family’s income, using the California State Dept. of Education guidelines. Fees are paid for days of enrollment, not days of attendance. Fees are billed on the first day of the month and due on the 5th day of the month. Fees will be considered late after the 3rd day of the month. All fees are to be paid in the form of money order, or check. CHECKS OR MONEY ORDERS ONLY are to be made payable to Fruit of the Vine Child Development Center. Payments are due no later than 3rd of each month parents who failure to comply will generate a 14-day Notice of Action (NOA) to pay fee or risk termination from the program.

**GROUNDS FOR TERMINATION OF SERVICES**

Grounds for termination include the following:

1. A false statement by a parent or guardian on any document given to a Fruit of the Vine Child Development Center staff member.
2. Failure of a parent to follow program policies and guidelines.
3. Behavior which creates an unsafe environment for the child and/or others in the program.
4. Failure to provide current and correct information at the time of enrollment.
5. Failure to notify Program Director of changes in any emergency information, such as home or work telephone numbers.
6. Failure to complete and or provide all documents required for enrollment.
7. Failure to use the hours of care as agreed upon between the parent and Fruit of the Vine Child Development Center. Continued delinquency in payment of parent fees/tuition.
8. Falsification of or refusal to complete sign-in/sign-out sheets.
9. Family provides fraudulent, false, or misleading information to Fruit of the Vine Child Development Center Staff.
10. Fruit of the Vine Child Development Center reserves the right to immediately terminate participation on the Program when any degree of abuse (potential or actual physical, and specific or implied verbal or written) from a family or member thereof results in a threat to any staff member and clients of Fruit of the Vine Child Development Center.

**FOOD ALLERGIES**

Children who have food allergies will be accommodated upon submission of an Allergy Statement signed by the child’s physician. If a child is allergic to a food that is served at the Center, a substitute food, recommended by the child’s physician, will be provided.

**MEALS**

Breakfast is served at the Center from 8:15 to 9:00 am. If your child eats at home, please do not give them sweets for breakfast, for example, sugary cereals, chocolate or other flavored milk, artificially sweetened juice drinks, cookies, doughnuts, candy, or gum. A healthy breakfast of fresh fruit, unsweetened cereal with milk, fruit juice, eggs, etc. gives your child a better start for the day.

**HEALTH**

Daily health inspection is a requirement for licensed childcare. Parents need to allow time for health inspections to be done upon arrival before they can sign their child(ren) in. We must depend on you as the watchful parent to spot the development of any illness before your child is sent to school. Children with obvious signs of illness will not be admitted to the childcare program. Please call the Center to notify the staff of the specific reason for the child's absence.

**MEDICATION**

If your child needs to be given medication during the day, you must make arrangements in advance with your child’s teacher(s). We prefer that you try to arrange giving the medication at home, but if this is not possible the procedure to follow is:

1. Fill out the *Request to Administer Medication* form
2. Give the form and medication to your child’s teacher(s)
3. Medication must be in original container with the child’s first and last name on it, the prescribed dosage, period of use, expiration date and the doctor’s name and phone number

We will only give the doses prescribed by the doctor. We will NOT administer any non-prescription medication.

**IMMUNIZATIONS**

It is imperative that your child has the State-required immunizations for entering his/her grade level. If you have personal beliefs that are contrary to this requirement, you must state so **in writing** for our records and keep your child at home should any symptoms of illness develop. Please check with your pediatrician for immunizations date requirements.

**ILLNESS**

***Please do not bring your child to school if he/she has a runny nose, fever, unusual rash, “pink eye” or sore throat*.** We request that your child stay home an additional 24 hours after the end of a fever, throwing up or diarrhea.

We are required by the State licensing system to send home any child who is so infected. You will be contacted and asked to pick up your child immediately if he or she shows any symptoms of illness. He or she must be isolated from the other children, so will be waiting for you in the office. If you are difficult to reach during the day or are not able to pick up your child on short notice, we will contact the person(s) listed on the child’s emergency card to pick up a child who is ill. ***As children tend to spread germs easily, we ask all parents to cooperate with the illness policy in order to minimize illness at Fruit of the Vine for both children and adults*.**

**NOTIFICATIONS OF INFECTIOUS DISEASES**

***Please call the school office if your child or a sibling has contracted a contagious disease in order that our families can be notified immediately***. The office will distribute information to all families who may have been affected.

**ACCIDENTS**

Minor accidents occurring during school hours receive the prompt and careful attention of staff members. In the event of illness or serious accident, the family is notified at once and arrangements are made for the child to be taken home or to his/her physician. ***Parents must inform the school of any change of telephone number during the year.***

**FIRE DRILLS**

Fire drills are held monthly throughout the school year to insure a calm, well-rehearsed response to a disaster. The fire drill begins when the fire alarm sounds. All classes execute the “Leave Building” procedure. Classes gather at their specified assembly point; roll is taken, and all children are accounted for.

**EARTHQUAKE DRILLS**

Classes have earthquake drills monthly throughout the school year. The standard “duck and cover” response is practiced.

**CLOTHING**

Children work and play actively; therefore we ask that all children comply with our basic rules of school attire:

* Please dress your child in comfortable clothing that will allow him or her to participate in various activities.
* Send your child to the Center in play clothes that can be easily laundered. Smocks will be available to protect children’s clothing, but they may get paint, glue, or other materials on their clothing.
* Children should wear clothing that they can easily get on and off when using the bathroom. **Overalls, belts, buttons, and other complicated fastenings make it difficult for children to use the toilet independently**. Staff members are always available to assist children, but simple clothing allows children to use the toilet without delays, which can lead to accidents.
* Children must wear appropriate shoes. Closed shoes offer the best protection for your child’s feet.
* Thongs, sandals, and boots are not allowed. Dressy shoes are often slippery and may be damaged at the Center. Shoes must have traction soles for safety.
* All articles of clothing should be labeled with the child's name. It is easier to return clothing to its rightful owner if it is labeled.
* You will also be asked to bring a second change of clothing in case of an emergency to be stored with emergency food and water supplies.

# Birthday Celebrations

Birthdays are wonderful social experiences for children. *Parents must make prior arrangements with the child’s teacher, or the Program Director if they would like their child to have a celebration with their class at the center.* If parents would like to bring treats for the celebration, (For Example: small birthday cake, cupcakes, muffins, or fruit). Please do not send “goodie bags or favors”, they tend to distract from the celebration of the child’s special day and lead to a focus on “things” instead.Birthdays will be celebrated during afternoon snack, after the children wake up from their naps. **All food must be store bought.**

**CANDY, AND BALLOONS & ARE NOT ALLOWED AT THE CENTER**

**PERSONAL BELONGINGS**

All articles of clothing should be labeled with the child's name. It is easier to return clothing to its rightful owner if it is labeled. You will also be asked to bring a second change of clothing in case of an emergency to be stored with emergency food and water supplies.

**At no time should children bring handheld game devices, electronic devices, dueling cards or toys. Fruit of the Vine Child Development Center is not responsible for lost or damaged items**. Any items left in lost and found after 30 days will be donated to local charity.

**SCHOOL ABSENCES**

**SUBSIDIZED- EXCUSED ABSENCES - UNLIMITED**

* Illness of child (specific illness i.e., flu, fever over 103 degrees, diarrhea, etc. must be given), parent, sibling, or other household member.
* Quarantine of child or parent.
* Death in the family.
* Accident.
* Medical, dental, and counseling appointments of child, sibling, or parent.
* Court ordered visitation. (A copy of the Court ordered visitations must be submitted and retained in the child's file).
* Fire
* Earthquake

**SUBSIDIZED-EXCUSED ABSENCES - LIMITED TO 10 DAYS PER FISCAL YEAR (7/1 TO 6/30)**

**(best interest of the child)**

* Family vacation.
* Religious holidays and events.
* Special family events.

**ABADONMENT OF CARE** When the family has not been in communication with the center for seven (7) consecutive calendar days and has not notified the center of the reason the family is not using services,

* Using the contact information on file, the center shall attempt to contact the parent through a variety of communication methods. At least one communication attempt shall be in writing, which may be through electronic methods.
* The center will keep documentation of all communication attempts, including a copy of all written communication, in the family data file.
* The center shall inform the parent in these communications that failure to communicate with the center may result in termination of services.
* The contractor shall issue a notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the provider or the contractor for a total of 30 consecutive calendar days.

In the event that your child will be absent you must notify the program by phone each day. Fruit of the Vine Child Development Center will allow a maximum of 10 best interest days and a maximum of 5 unexcused absences per fiscal year (July-June). If your child's absence from our program is unavoidable, you must call in each day and specify the reason for the absence. (If you know your child's absence will be for more than one day you may inform the Center on the first day.) All children who will require a doctor’s note to return to center from a communicable disease.

**VACATIONS DURING SCHOOL TIME**

***We strongly discourage parents from scheduling vacations when school is in session***. Children miss out on valuable lessons and have to re-orient themselves to the classroom. If you must leave for any reason, it is very important that you send in a written note. Fruit of the Vine Child Development Center will allow a maximum of 10 best interest days and a maximum of 5 unexcused absences per fiscal year (July-June).

**INCIDENTS**

**Minor Accidents**

If a child is hurt with a minor scrape, bump, or non-medical accident, he/she will be treated with water, ice, band-aid and/or TLC. A minor accident form (OUCH REPORT) will be placed in your child’s folder. This is the extent of the first-aid treatment we can apply under licensing guidelines. You will be notified in case of severe bumps, cuts, etc.

**Major Accidents**

If your child has a major trauma (i.e., a fall, large cut, a head injury, or anything extreme). We will take the following steps:

* Apply first aid and tend to the child’s immediate needs
* Call paramedics and/or ambulance, if needed
* Contact Parent or guardian

If we cannot reach a parent, guardian, or any person listed on the emergency section of the child’s enrollment form, the doctor listed on your Emergency Form will be called. If needed the Director or staff member will accompany the child to the hospital and stay until you can be reached. Please make sure that all work, home, cell numbers, and number where you can be reached during the day are updated when necessary.

**Incidental Information*:***

1. Child Abuse Report

While everyone should report suspected child abuse and neglect, the California Penal Code requires that certain professionals and laypersons must report suspected abuse. The mandated reporters include Child Care Custodians. Failure to report suspected abuse by a mandated reporter within 36 hours is a misdemeanor punishable by 6 months in jail and/or a $1,000.00 fine. Marks on your child that are not satisfactorily explained to the school are reported to authorities.

***Updating Personal Information in Facility Files:***

Parents agree to inform the school at once of any changes to the information contained on the forms completed prior to admission.

***Inspection Authority by Community Care Licensing:***

The Department has the authority to interview children or staff, and to inspect and audit child or childcare center records without prior consent.

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

***Complaint Procedure:***

Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Call or write:

Community Care Licensing

801 Traeger Ave., Suite 100

San Bruno, CA 94066

***Personal Rights:***

Parents understand that children have rights and have received a copy of the Personal Rights form LIC613A - Section 101223.

***Parents Rights:***

The parents understand that they have the right to visit and observe the school anytime their child is in care and have received a copy of Parents Rights LIC 995-Section 101218.1(b).

# ALCOHOL, DRUGS, AND FIREARMS

The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the Center premises. Possession of illegal substances or unauthorized and potentially toxic substances is prohibited. No guns or other lethal weapons will be allowed in the center. Parents required to carry firearms as a function of their job must lock firearms in their vehicle before entering the facility.

We / I, the undersigned, agree to the conditions of this “Admission Agreement” and to the admission of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**child’s name**) to Fruit of the Vine.

|  |  |
| --- | --- |
|  |  |
| Parent/Child’s Representative | Parent/Child’s Representative |
|  |  |
|  |  |
|  |  |
|  |  |
| Date |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Program Director |  |