



File Information (FILE BY :)	
FAMILY NAME	
START DATE	/ /
DOB	/ /
West Sac	Midtown Elk Grove

## Enrollment Agreement

Child's Name		DOB	
First	Middle Last	/	/
Parent		Parent	
Home Phone		Home Phone	
Cell Phone		Cell Phone	
Work Phone		Work Phone	
Address		Address	
Email address		Email address	
Note: We do not sell or share our parents' addresses.			
Schedule	M T W Th F	Start Date / /	
Approx hrs	- - - - -		
Enrollment Fee\$ Wk/Mo Tuition \$ Special Rate \$ Proration \$			
<b>TUITION AGREEMENT :</b>			
<p>1. Tuition is to be paid in full, in advance by the 1st of each week. Tuition is delinquent after Monday or the first open day of the week. A \$10.00 late fee will be added to any weekly tuition debt received after Monday, \$20.00 for any monthly arrangement paid after the 5th. Make checks payable to Caring Connection. Returned checks will be assessed with a \$30.00 processing fee in addition to a late fee, if applicable. If more than one check is returned, we reserve the right to accept CASH ONLY. Cash transactions must be made with the director to ensure proper receipt.</p> <p><b>Our costs are constant. Contract creates a 30 day relationship, requires 30 days termination notice. Payment for services is due regardless of attendance. No refunds, credits for absences, holidays, closures or vacations. CCCC will give 30 days notice of tuition change. Enrollment fees are non-refundable.</b></p> <p>2. Parents who receive funding from alternate payment programs (APP) agree to abide by those additional policies. Calendars issued by program are to remain on the CCCC site, <i>filled out daily</i> and <i>signed at the beginning</i> of each month. Parents agree to follow all program terms including, but not limited to; notifying CCCC and case manager of any changes in parent/child's schedule, changes of employer or school or emergency contact information, notify CCCC of all absences or breaks in program. Parent accepts financial responsibility for child care expense outside of program guidelines, schedule or any late fees.</p>			

FRONT PAGE ONLY UPDATE

INITIAL

DATE / /

**CENTER HOURS :**

\_\_\_\_\_ **initial**

Caring Connection Children's Center is open from 7:00 am to 6:00 pm. Parents are required by law to sign their child in and out each day. Parents are to make every effort to pick children up prior to 6:00 pm. If there is an emergency which will detain you, have alternate pickup arrangements available. Every child shall have more than two adults listed, in addition to parents as authorized to remove child from CCCC facility. Authorized adults must have photo I.D. In the event that a parent is still detained beyond 6:00 pm, parent will pay \$2.00 per minute, per child, due at the time of pickup. For the safety of your child, Caring Connection has an Abandonment Policy. Any child who has not been removed from care by 6:45 pm will be remanded to local officials to be housed by Child Protective Services until a parent is located.

**HOLIDAYS :**

\_\_\_\_\_ **initial**

Caring Connection Children's Center observes the following holidays: New Year's, Martin Luther King Jr.'s Birthday, Winter In-Service, President's, Memorial, Independence, Summer In-Service, Labor, Columbus, Veterans', Thanksgiving Thursday & Friday, Christmas. Christmas Eve and New Year's Eve closures will vary from year to year. We reserve the right to modify our holiday schedule from year to year as weekdays are impacted. CCCC will give 30 days notice to any holiday changes and Staff In-Service Days. **There will be NO tuition discounts or credits for holiday changes. 1<sup>ST</sup> FRIDAYS:** CCCC closes at 5:00 pm on the 1<sup>st</sup> Friday of each month for staff meetings.

**ENROLLMENT :**

\_\_\_\_\_ **initial**

Enrollment is available to all children without regard to race, ethnicity, gender, family structure, sexual orientation or religious affiliation. Enrollment is limited by licensed capacity and the child's age range. Priority status will be observed for siblings of children currently enrolled. Emergency card, immunization record, enrollment agreement, and other forms required by law must be completed prior to the 1st day of attendance. The State Department of Social Services has inspection authority to enter and inspect a facility without advance notice. The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.

**HEALTH AND WELLNESS :**

\_\_\_\_\_ **initial**

A child must be well to attend CCCC. In addition we observe a 24-hour wellness policy. A child must be free of symptoms before returning to care. Should your child become ill during the course of the day a staff member will contact you to pickup your child. It is every parent's responsibility to remove his/her child immediately. Parents should have several backup plans for alternate pickup. We do not administer medications at school. No child should be given over the counter medicines that may mask symptoms of illness.

Initial below to give consent for CCCC to apply: Sunscreen\_\_\_\_\_ Diaper ointment\_\_\_\_\_

**WITHDRAWAL AND DISMISSAL :**

\_\_\_\_\_ **initial**

CCCC requires 30 days written notice for withdrawal. Tuition for this period is due regardless of parent's failure to give notice, or whether or not care is used. Center based care is positive for most children. Should we feel ours is not the best environment for your child, we will communicate this to you. We will offer alternate care suggestions and give you parents 30 days notice. If we are unable to accommodate your child for 30 days, we will refund the balance of your tuition.

**PARENT HANDBOOK :**

\_\_\_\_\_ **initial**

All parents are given access to our Parent Handbook online. It is the parent's responsibility to ensure their understanding of our policies, procedures and philosophy. You are encouraged to ask as many questions as necessary to determine that ours is the best environment for your child. Parent acknowledges that they have been informed of Parent and Personal (child's) Rights forms.

**RIGHT TO INSPECT**

\_\_\_\_\_ **initial**

Parents are aware that representatives of DSS, Community Care Licensing have the right to visit, observe and interview any child enrolled in a child care center as a part of their licensing mandate.

**PHOTO RELEASE:**

\_\_\_\_\_ **initial**

CCCC may document activities in our program through the use of photographs. By initialing this paragraph you authorize our staff to photograph your child for use in:

Online newsletters Y N

Display in the school Y N

On our website or blogs & Social Media Y N

Hard copy brochure publicize the school and its activities. Y N

*Photos will be available to parent upon request.*

**Legal Custody**

\_\_\_\_\_ **initial**

Are there any custody and/or visiting arrangements we need to be aware of? ☐ No ☐ Yes

*If yes, please attach the legal documentation.*

**Restraining Order**

\_\_\_\_\_ **initial**

Is there anyone who has a legal restraining order prohibiting or limiting contact with your child?

☐ No ☐ Yes

Is "child care" or "Caring Connection" specifically listed? ☐ No ☐ Yes

*If yes, please attach the legal documentation & list his/her name.*

Name of Restrained Person \_\_\_\_\_

*Please provide a photo of this person for our teaching staff.*

***I verify that I have read, understand and will abide by the above policies and agreement.***

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

Signature of Director/Representative of Caring Connection  
Children's Center \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**KEEP A COPY FOR YOUR RECORDS**