



ADMISSION POLICIES AND PROCEDURES

California Young World provides child care services to children from 6 weeks to 14 years of age. Care for infants through 12 years of age is provided at the Fairwood Site. Pre-School and School-Age programs are provided at Lakewood and San Miguel Sites, and School-Age is provided at Ellis. Hours of operation at all sites are from 6:30 AM to 5:45 PM. When the Sunnyvale elementary schools are in session the school-age sites will be closed at 9:00 AM and re-opened at 2:00 PM or whenever children are released.

Tuition includes breakfast, lunch, and afternoon snack for pre-schoolers and school-age children in attendance. Food, formula, and diapers are provided for infants, toddlers, and twos. There are no additional charge for special events, field trips, gymnastics, etc. Tuition fees are effective from July 1st to June 30th and may be increased each year. Parents will be given a 30-day notice if such an increase is necessary.

California Young World reserves the right to terminate child-care services for reasons that include but are not limited to the following:

- Non-payment of tuition.
- Parent's unwillingness to cooperate with staff and follow the center rules.
- The program is unable to meet the needs of the child-after every reasonable accommodation has been made.

Children will be admitted and accorded equal treatment and access to services without regard to race, color, religion, national origin, or ancestry.

PRE-ADMISSION MEETING: The Director and parent will exchange information at a pre-admission meeting to arrive at a joint decision as to child's readiness for admission. The child may participate in school activities as our guest during this brief visit.

PRE-ADMISSION HEALTH FORMS: The State of California licensing agency requires parents to provide their child's health information as requested on Child's Pre-Admission Health History and Pre-Admission Health Evaluation Physician's Report which includes specific immunizations, dates administered, and TB test date.

EMERGENCY INFORMATION: Parents must provide instructions on CYW Emergency Card for emergency action to be taken in case parent or child's physician cannot be reached in an emergency. Parents must also assure Director they have a practical and realistic way of providing for the care of their children when ill.

DAILY ARRIVAL AND DEPARTURE: Each child, upon arrival, must be taken into the school by an accompanying adult who will sign the child in on the sign-in form and indicated student's name and time in. When calling for the child, authorized adult will note the time of departure and signature on the same form, verifying removal of the child from school.

DAILY HEALTH INSPECTION: Children will not be accepted for care. Children with obvious symptoms of illness, including the common cold, are not accepted. This precautionary measure helps safeguard the health of all children in attendance. A daily health inspection of the child will be made by the teacher-in-charge to assess child's health condition before the accompanying adult leaves. Any child with signs of a communicable disease, cold, cough, sneezing, etc. will be refused admittance.

MEDICATION: Children receiving medication at CYW must have the following:

1. Original prescription bottle with drug name, date, child's name, prescribing physician's name, dosage, and times to be given.
2. Written consent from parent permitting our personnel to give medication to child and specifying times pre day to be given.
3. Any medication to be given for longer than two (2) weeks must have the physician's written instructions as well as his signature, in addition to the parent's signature.

MEDICATION RELEASE FORMS are available at the school.

CHILD RELEASE: Children will be released only to parent, guardian, or persons so designated on the Enrollment Application. No one else, under any circumstances, may remove the child from CYW premises without written permission of the enrolling parent. A release form is available at the school for use in instances which require an adult not designated on the Enrollment Application to pick up the child. This form must be completed the day of such a pick-up by the enrolling parents. In the event of any change in marital status and/or custody rights, both parents are obligated to inform the school so that proper child release forms are available at the school, may be signed.

ABSENCE OR LATE ARRIVAL: In the event you child will be absent or delayed in arriving, kindly call the school as early as possible. If you have a question, leave your phone number and the Director will return your call.

LATE PICK-UP: Parents or an approved designate are responsible for picking up their child each day by 5:45 p.m. An additional 15 minutes is allowed for emergency situations. By 6:00 p.m. all children and staff are expected to be out of the center and on their way home. Parents who pick up their children after 6:00 p.m. closing. Occasionally an emergency arises when it is impossible for you to pick up your child on time. When this happens, please call the Director. Otherwise, after 7:30 p.m., the local police department will be called to arrange for Child Protective Services to care for your child. In such a case, you may locate your child by calling the local police department or sheriff's office.

TUITION: Tuition is payable in advance. To qualify for monthly rate, tuition must be received by the 10th of the month; otherwise weekly tuition will be charged. Weekly rate must be paid by Tuesday or a late fee will be charged. All tuition includes brief periodic absences due to illness and/or holiday...tuition remains the same regardless of such absences. Payment for children attending less than 4 days a week must be made in advance. There is no credit for absences, but make-up days may be taken within the same calendar month. Official CYW holidays are listed on your current tuition information sheet.

REFUND POLICY: A 2-week notice for termination of child services is required. Monthly tuition which has been paid in advance will be refunded only with this 2-week

advance written notification. Without a 2-week advance notification weekly tuition will be charged for the 2 weeks following termination.

VACATION: Students will be allowed 2 weeks vacation (without tuition charge) annually. This must be taken in one-week increments. Any additional time-off must be paid.

CLOTHING: Please label clothing with your child's name. Especially sweaters, coats, shirts, pants, etc. All children require an extra change of clothing.

SHARING: The children occasionally enjoy sharing items of interest with their classmates. They are welcome to bring these items, identified with their names; however, please keep guns, knives, candy, gum, etc. at home.

FOOD GIFTS: Frequently we are asked by parents if they may bake a cake, cookies, or cupcakes for some special event. We are most grateful for such unselfish sharing, but regrettable we cannot accept any food prepared in private home. California Health and Safety Code (Article #28571) prohibits us from using food prepared outside an approved kitchen. Commercial bakery goods, however, are acceptable in since they are prepared in inspected facilities. We would be happy to have you share in this way.

PLEASE NOTE:

1. The Department of Social Services, our licensing agency, shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent.
2. The Department, or licensing agency, shall have the authority to observe the physical condition of the child (ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child (ren).
3. California Young World has a state subsidized program. As a result, we are required to refrain from any kind of religious instruction or worship.

ACCEPTANCE OF ADMISSIONS AGREEMENT AND ENROLLMENT APPLICATION

I have received and read a copy of California Young World's ADMISSIONS AGREEMENT AND ENROLLMENT APPLICATION, and upon admission of my child, I agree to observe its Policies and Procedures.

Signature of Parent/Guardian

Date

Signature of Director

Date

To Be Completed by School Director

Repr. _____ Date _____ Date PR rec'd _____ Visit Date _____

Admission Date _____ Parent Booklet _____ Health History Rec'd _____