



CALIFORNIA YOUNG WORLD, INC.
ADMISSION AGREEMENT

Child (ren)'s Name: _____

Parent's Name: _____

Center Name: _____

Days and Hours of Care: _____

1. **BASIC SERVICES:** I understand California Young World, Inc. operates childcare and development services for families with children 6 weeks-12 years of age. No optional services are offered. Childcare centers are open on a year round basis, Monday-Friday 6:30 AM-5:45 PM. Centers are closed on all holidays and in-service days observed on the California Young World, Inc. Annual Calendar.
2. **ENROLLMENT FORMS:** I agree to fully complete and provide all forms and documents required for enrollment to the Site Supervisor. Failure to complete the forms and documents required during the enrollment process will result in termination of services.
3. **ATTENDANCE:** I will notify California Young World, Inc. by 9:00 AM if my child will be absent for any reason. In addition to calling the public school to report my child absent, I will also call the CYW School-Age Program.
4. **SIGN IN & OUT:** I agree to sign my child in and out each day of attendance with my Full Legal Signature as represented on the Emergency Card. When I arrange for someone other than myself to pick-up my child I will notify the center and indicate their name as Authorized Family Representative on the appropriate California Young World Emergency Card.
5. **FAMILY FEES:** I understand that tuition is paid in advance. If I PAY WEEKLY, I will submit tuition every Monday in advance. I understand my services will be suspended on Tuesday until my account is paid in full. IF I PAY MONTHLY, I will submit my tuition by the 7th day of the month. If the 7th calendar day falls on the weekend, tuition is due by 6:00pm on the preceding Friday. Accounts are considered delinquent on the 8th, and a notice of termination will be issued by certified mail. If a payment plan has been submitted and approved by the Executive Director prior to the date of termination, the decision to suspend care will be rescinded. Failure to meet the terms of the payment plan will result in termination from the program.

An activity fee of \$75 per child will be due in two payments and will be assessed \$37.50 in January and July. These fees are non refundable.

Tuition paid late three times within a six month period will result in termination of childcare services. In addition, the family will be ineligible for services with California Young World for a period of six months and the outstanding balance must be paid in full prior to readmission. Readmission for services will be determined by placement on the California Young World, Inc. Waiting List.

6. **METHOD OF PAYMENT:** I understand that California Young World, Inc. accepts checks, money orders, cashiers checks, Visa and Master Card. All checks and money orders shall be made payable to California Young World, Inc. and may be submitted via US Mail to the Administrative Office at Fairwood in sufficient time to be received by the 7th calendar day of each month. Payment may also be dropped in the on-site tuition box at each center. Please be sure to list your account number on all checks. There will be a fee of \$25.00 for returned checks. If more than one check is returned money orders, credit card or cashiers check will be required for payment.
7. **LATE PICK UP FEE:** I understand California Young World, Inc. Policy states that a parent pays a fee of \$2.00 every minute (per child) after 5:45 PM. (Example: pick up at 5:47 will result in a \$4.00 late fee.) Parents or designated representative will be required to sign the Late Pick Up Form which documents occurrences of late pick-up. Parents will be charged late pick up fees in the month following the occurrence. I understand that California Young World Policy states that if my child is picked up late excessively without a valid reason that my childcare services will be terminated.
8. **STATE REGULATIONS:** I understand that the Department of Social Services shall have the authority to observe the physical conditions of my child, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.
9. **LICENSING CONTRACT:** I understand that the California Department of Social Services agencies for child care centers has the authority to interview many people, including me, my child, and California Young World, Inc. staff and to inspect and audit client or facility records without my prior consent. California Young World, Inc. is required to make provisions for private interviews with any clients, including children, or any staff members, and for the examination of all records relating to the operation of the facility.
10. **PERSONAL RIGHTS:** I understand that information (i.e. behavior, observations etc.) about my child will be kept strictly confidential among program personnel. I also understand that I may discuss my child's progress at any time. I agree to keep the California Young World, Inc. staff informed of any life changes that may affect my child's behavior while at the facility.
11. **PARENT RESPONSIBILITIES:** I agree as a parent to participate in activities coordinated by the Parent Advisory Committee. Parents are always welcome visitors and are expected to engage in family activities whenever possible.
12. **CODE OF CONDUCT:** I have the right to expect to be treated with respect and, in return, I agree to treat all employees, families and children with respect. I understand and agree to follow the California Young World, Inc. Code of Conduct, as stated in the Program Policy Manual. I also understand that improper conduct by me within the parameters of the California Young World, Inc. child care facilities will result in the termination of childcare services.
13. **BEHAVIOR & SAFETY:** I understand that if my child's behavior threatens the immediate safety of other children, adults, staff or themselves I will be notified and agree to ensure my child will be picked up immediately (within 30 minutes) by myself or an Authorized Family Representative. The teaching staff and parents will meet to discuss strategies to address the behavior challenge in order to develop a plan. In the event that attempts to correct the behavior have not resulted in change, or the behavior continues to cause harm to the child, peers or staff, a formal behavior plan will be completed with specific timelines. When all attempts have failed to result in desired behaviors, childcare services will be terminated.
14. **SUSPENSION FROM SCHOOL:** In the event my school-age child is suspended from Public School I understand I MAY NOT bring my child to California Young World, Inc. for after school care. I will

notify California Young World, Inc. of my child's absence during the period of suspension. There is no credit for missed days.

15. PROGRAM POLICY MANUAL: I have read and understand the California Young World, Inc. Program Policies and Procedures as stated in the Program Policy Manual. By signing below I agree to abide by them. I further understand that failure to follow the California Young World, Inc. policies and the California Department of Education Funding Terms and Conditions will result in the termination of childcare services.

16. Optional Agreement: My initials below allow my child's photograph to be:
____ released for media purposes (Face book, newspaper, website)
____ released for internal bulletin boards, newsletters
____ released to conduct health screenings by a qualified professional(vision, hearing or dental screenings)

Signature of Parent/Guardian

Date

Signature of Staff Representative

Date