

CEF Kids' Care - Enrollment Agreement

Carlsbad Educational Foundation – Kids' Care

5631 Palmer Way, Suite L

Carlsbad, CA 92010

(760) 929-1555

www.carlsbaded.org

- 1) I understand that I am committing myself to participate in the Carlsbad Educational Foundation (CEF) – Kids' Care Before and After School Child Care Program for the duration of the school year. If withdrawal is necessary, **I will provide a 30-day written notice to CEF addressed to Cheryl@Carlsbaded.org**.
- 2) I understand that agreement to the time(s) childcare services will be provided requires the Carlsbad Educational Foundation to commit staff and resources for my child, and that I am committed to payment for the time contracted whether my child attends or not.
- 3) I understand that I am responsible for fee payment prior to childcare services being provided. Monthly payments are due the 1st of each month. Invoices are not required for payment. Payments are to be made payable to Carlsbad Educational Foundation (or CEF).
- 4) I understand that payments are due on the 1st of each month. Any tuition payment received after the 5th will be subject to a \$10 late fee. Payments received after the 10th will be subject to a \$20 late fee. If the tuition payment is not received by the 15th of the month, I understand that childcare may be withheld until my account is in good standing.
- 5) I understand that payments are due prior to holidays and weekends. Payments must be mailed or dropped off at the CEF Kids' Care office located at **5631 Palmer Way, Suite L, Carlsbad, CA 92010**.
- 6) I understand that there will be a \$25 charge for returned checks. If there is a third NSF check against my account, I understand further payments can only be made by money order or cashier's check. Cash will not be accepted.
- 7) I understand that if I pick up my child after my agreed upon time, a late fee of \$1.00 per minute will be charged. A 5th occurrence may result in a dismissal from the program.
- 8) If my child remains on the site after closing and the site has not heard from me, a staff member will call me. If I cannot be reached then the staff member will contact the emergency contacts I have listed on the Emergency Medical Form as authorized to take my child from the site. Site staff will stay with my child as long as possible, but if after one hour the site staff has been unable to reach me or an emergency contact, the staff will call the local police.
- 9) I understand that my child will be released only to any person(s) listed on the Emergency Information form. All individuals must provide proper identification.
- 10) I, or the person designated on the enrollment form and/or Emergency Information form, will sign (full signature) my child/children in and out daily. Failure to sign my child in and out of childcare may result in cancellation of childcare.
- 11) If the childcare staff notifies me or my designee(s) that my child is ill, I must pick up my child immediately. If my child is absent due to a reportable disease, my child may return only with a physician's note indicating that he or she is no longer contagious (per state legal requirements).
- 12) I understand that if my child is absent from regularly scheduled school due to an illness, my child will not be allowed to attend Kids' Care that day to prevent any possible spreading of germs.

- 13) In case of emergency, CEF Kids' Care has my permission to administer first aid or to obtain emergency medical treatment in my child's best interest. _____
- 14) I understand that my child is not to take any medications at the Kids' Care site, except as allowed in accordance with the medication's policy. (See handbook). _____
- 15) If for any reason my child is having problems in the program, a conference can be arranged between the parent, teacher and Kids' Care site director. _____
- 16) I understand that the Carlsbad Educational Foundation reserves the right to terminate childcare services if it is determined that placement is unsatisfactory. _____
- 17) I understand that if for any reason the school district cancels school before the start of the regular school day, childcare services will also be closed. If conditions arise during the school day and schools are closed, my child/ children will be housed at his/her regular childcare site until I, or my authorized designee arrives to pick up my child. _____
- 18) I understand that unforeseen natural disasters may occur (i.e. fires, earthquakes), therefore forcing school closures. I understand that payment for those days closed are required in my regularly paid tuition. CEF will enforce the above statement for a period of 5 days. After the 5th day, and beginning on the 6th day of a school closure due to fire, CEF will prorate and credit funds back to the parents on a per day basis. All credits will be reflected in invoices at the beginning of the next billing cycle. _____
- 19) The before and after school program operates according to the school system calendar. Before and after school programs during designated school holidays, vacations, and summer have separate fees. The calendar is posted on the webpage at www.carlsbaded.org _____
- 20) I give permission for my child to participate in Kids' Care field trips, whether by foot or vehicle. I understand that special field trips may require additional fees or expenses which I may be required to pay in order for my child to participate. _____
- 21) If I receive subsidized tuition based on a sliding fee scale or any subsidy, misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for underpaid tuition may be charged. _____

I have read and agree to all policies and fee procedures outlined within this enrollment packet and in the Parent Handbook. I understand it is my responsibility to contact the Kids' Care site director with any questions I have about the information contained in the Parent Handbook or any document relating to enrollment policies, procedures, fees or fee schedules.

Signature of Parent: _____ Date _____

Print Name: _____