Tri County Community Network: **Children’s Program Admission Agreement**

We are committed to providing a caring, safe and loving environment that fosters the healthy growth and development of the children that we serve.

# **Preschool Program:**

* 2.5-5 years of age
* Must use the bathroom independently.
* Extra pairs of clothing are encouraged to be sent with your child due to how much we explore in the outdoors.
* Because the majority of our preschool day is spent outside each day in any weather, appropriate clothing attire for weather is encouraged.
* Speech Therapy is offered through a licensed Speech Therapist, employed with Fall River Joint Unified School District, if families are interested.
* Immunization records are mandatory for Preschool and are due at the time of enrollment.
* **Preschool Tuition: AS OF FALL 2019**
  + 1 school day a week= $53.90 per month
  + 2 school days a week= $107.80 per month
  + 3 school days a week= $162.80 per month
  + 4 school days a week= $217.80 per month
  + 5 school days a week= $271.70 per month
* **Preschool** tuition is due on the 15th of each month for the month following.
* **Preschool** tuition for the beginning of the school year in September, will be due at the time of enrollment.
* Because **preschool** tuition is prorated for the course of a school year (September-May), there are no discounts for holidays or vacation days.
* **Preschool:** Sick days can be made up on an unscheduled day during the month they are missed, if approved by a teacher. Missed days not made up within 30 days will be lost.

**Please check the preschool days you are requesting for your child:**

**Monday\_\_\_\_\_ Tuesday\_\_\_\_\_ Wednesday\_\_\_\_\_ Thursday\_\_\_\_\_ Friday\_\_\_\_\_**

# **School Age/After School/Summer Program:**

* 2.5-12 years of age.
* Must use the bathroom independently.
* During the school year, school aged children are bused from Elementary School to the Community Center after school at 2:45 pm, Monday through Thursday. On Friday, children arrive at the center at 1:30 pm.
* Burney Head Start also provides transportation to their students from their school to the Community Center.
* First time “Drop in” school aged children are permitted to attend the same day if appropriate paperwork is filled out in full.
* “Drop in” school aged children are welcome from 11:30 am-6:00 pm.
* Because most of the afternoon is spent outside each day in any weather, appropriate clothing attire for weather is encouraged. Extra pairs of clothing are encouraged to be sent with your child due to how much we explore in the outdoors.
* Summer program schedules will be determined at the start of the program in June.
* We do not offer transportation. All field trips will be on foot.
* **Childcare hourly rate:**
  + $3.15 per hour/per child (one hour minimum)
* **Childcare/Afterschool Tuition** is due on the 15th of each month, for the month prior.
* Enrollment packet with emergency contact form are due at the time of enrollment.
* A Medical Justification form must be provided each year for any child with food allergies.

**Please check the childcare days you are requesting for your child:**

**Monday\_\_\_\_\_ Tuesday\_\_\_\_\_ Wednesday\_\_\_\_\_ Thursday\_\_\_\_\_ Friday\_\_\_\_\_**

**Payment Provisions:**

* **Preschool** tuition is due on the 15th of each month for the month following, and payable on the first day of the following month.
* **Childcare/Afterschool Tuition** is billed on the 15th of each month, for the month prior and payable on the first day of the following month.
* A late fee of $15.00 will be assessed to all accounts with remaining balances on the first of each month.
* $20.00 fee will be processed on all returned checks.
* The Children’s Program closes at 6pm. For late pick-up time, $10.00 is charged to bills for each 5 minutes past 6pm.
* **Refunds** **for preschool tuition** will be issued for emergency withdrawal.
* Children with outstanding balances on the first **preschool** day of the month may not attend until the bill is paid in full.
* **No Refunds** will be issued for Child Care or After school rates because Child Care rates are not pre-billed.
* Accounts that are more than 90 days past due may be assigned to a collection agency or other methods of collection.

**Meals:**

* In our preschool program, we offer breakfast and morning snack.
* In our after school and childcare program, we offer afternoon snack. In our childcare program, we offer fee based hot lunches provided by Dignity Health Connected Living.
* Hot lunches are $4.50 per lunch, and reduced lunches are .40.
* Families may qualify for reduced or free lunches by filling out the Meal Benefit Form (offered by the CA Dept. of Education Nutrition Services Division) in the Admission Packet.

# **Modification of Conditions of Service and Payment:**

* Conditions of service may be modified with the approval of the Intermountain Community Center Board and Children’s Program Director.
* Payment Provisions may be modified with the approval of the Intermountain Community Center and Children’s Program Director.
* Families will receive a 30-day written notice of any childcare, after school or preschool rate changes.

# **Reasons for Termination:**

* If families are not able to comply with The Intermountain Community Center’s Admission Agreement, services may be terminated.
* Services will cease on the first of the month for any customer with an outstanding balance. Services will not resume until all charges have been paid in full.
* Enrollment may also be terminated if our program is unable to meet the developmental needs of a child.

# **Consent for Walking Field Trips:**

I give permission for the staff of ICC to take my child on short walking field trips away from the Community Center.

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

# **Consent for ICC Social Media & Pictures:**

I give permission to the ICC staff to take my child’s video/photo/image or personally identifiable information for the “ICC Children’s-Program” Facebook page or “Tri County Community Network Website”, burneytccn.org, for promotional services or to keep me updated on my child’s daily activities.

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

**Parent’s Rights:**

Parents or Guardians have the right to visit and observe the Children’s Program activities at any time during the hours and days of operation. **We welcome and encourage your visits!**

# **Complaint Procedure:**

Parents understand that 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**

**520 Cohasset Road, Suite 6**

**Chico, CA 95626**

**530-895-5033**

**I have read and understand The Intermountain Community Center Parent Handbook and agree to the policies and procedures of this program, and to this Admission Agreement.**

**I understand that I am fully responsible for any charges for fees regarding my family’s account.**

**Parent/Guardian Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security Number of responsible party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CA Driver’s License # of responsible party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Preferred method of communication with childcare provider regarding payment or upcoming ICC events: (PLEASE CHECK ALL THAT APPLY)**

**Text \_\_\_ Phone call: \_\_\_\_\_ Email: \_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FB Messenger: \_\_\_\_ Verbal interaction: \_\_\_\_\_**

**Agency Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**