Admission and Fee Agreement COVID -19 addendum

# **Basic Services**

The Early Learning Center (ELC) provides a high-quality model preschool program for children 2 - 5 years of Contra Costa College students, employees, and families in our community. Children attend a full day program, 5 days a week. The ELC is run under the Department of Early Childhood Education and serves as a Lab School for early childhood students studying to be teachers of Preschool children. Parents & guardians are encouraged and given many opportunities to participate in and support the program. During the COVID- 19 pandemic, parent participation will have to happen distantly.

# **Parent Handbook**

Our Parent Handbook, located near information board in every classroom, fully describes the services provided and the policies and procedures followed at the Early Learning Center (ELC). Parents/Guardians must accept responsibility for knowing and following the policies, procedures and practices presented in the current edition of the Parent Handbook. The policies created for the COVID-19 pandemic will be given to parents along with the enrollment package.

# **Attendance**

* The Monthly Fee Agreement (located below) identifies your child’s hours of attendance and fee rate. Parents/guardians should discuss any deviation from the agreement with the Site Director prior to signing it.
* Regular attendance supports a child’s adjustment and participation in the program. When your child cannot attend the parent/guardian should notify the ELC staff of the absence. Please be prompt in dropping off and picking up your child.
* Parents/guardians are requested to give a two-week notice when terminating childcare services so the staff can plan activities to assist the child with the transition.

# **Termination of Services**

Services from the ELC can be terminated for the following reasons:

1. Non-payment of fees.
2. The Center Director working jointly with the teaching staff and Faculty Liaison may determine, after working with the family and community resources, that the program is unable to meet the individual needs of a child.
3. In cases where the parent has demonstrated an unwillingness to comply with the policies and procedures of the center, the child may be terminated from the program.
4. Failure to provide verification of required documents within 30 days of enrollment may be grounds for termination.
5. Chronic late pickups of your child within a one -month period.

# **Health and Safety Procedures**

To minimize the spread of illnesses, including COVID-19, families are required to keep their child home when he or she shows signs of infection or illness. Please see the Sick Child Policy in the enrollment package, as well as the Parent information board in your child’s class. Your child must be symptom free and, in some cases, must have a Doctor’s note to return to the ELC. If your child becomes sick while attending the center, he / she will rest under the supervision of a center staff person. We will call you immediately to pick up your child. For the health and safety of all children and staff at the center, the sick child needs to be picked up within one hour of being notified. A child who leaves school ill will not be allowed to attend school for 72 hours or in some cases a negative COVID-19 test as per the sick child policy.

# **California Community Care Licensing Rights**

1. The Department (licensing) has the authority to interview children or staff without prior consent.
2. The Department has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217 © and 101221 (d).

# **Drop - off and Pick - up Procedures COVID 19 Addendum**

* Parents/ guardians need to enter and exit the double doors on the left side when looking at the building from the front.
* Parents/guardians will sign in and out at the ELC in their classroom’s designated space for pick-up and drop-off of children and are asked to be as brief as possible.
* Parents/ guardians will be asked to maintain 6 ft apart while waiting to sign in.
* There will be hand sanitizer by each book.
* Parents/ guardians will be encouraged to bring their own pen. However, there will be two pen holders at each book; one for sanitized pens and one for pens they used and need to be cleaned. These holders will be marked appropriately. Pens will be cleaned on a continual basis by the front office staff.
* Parents/ guardians can walk the child to the classroom doorway and the teacher will greet the child from there.
* Only individuals 16 years of age and older may be authorized to pick up a child.
* Any individual picking up a child need to be listed on your emergency form and will be asked to first show photo identification.
* If possible, the same parent/caregiver should drop off and pick up the child every day, to lessen the risk of exposures.

# **Withdrawal from the Program**

Parents that wish to withdraw their child from the program need to give a two- week written notice to the Site Supervisor or front office staff.

# **Fees**

* A one-time registration fee of $50.00 is required upon initial enrollment. There is a Sibling discount of 10% for second child.
* Parents will receive their bill in the form of an invoice in the 1st week of every month. The bill/invoice must be paid before the end of the month, in order to avoid a $25.00 late fee. Please refer to the How to Pay the ELC Tuition form in your enrollment packet.
* A **Late Pick-up fee** of $20.00 will be charged for every 15 minutes late, or part thereof, when a Parent/guardian is late picking up their child.
* Monthly fee remains the same even if the child fails to attend for a long duration due to long vacation or any other reasons.  **No Adjustments will be made for child’s absences and no Refunds will be issued for lack of attendance.**
* The child’s authorized representative will be given at least 30- calendar day’s written notice of any basic rate change.
* If the center needs to close due to an emergency, parents will not be asked to pay if the center is closed for two or more weeks. If the parent has already paid, the tuition amount will be rolled over into the next month we are open.

Enrollment and Monthly Fee Agreement

Instructions: **Check** the box for the Session you are enrolling and for Days and Fees you are agreeing to.

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| **🞎 Summer Session** 🞎 8:30 AM – 4:00 PM M-F $825 a month |
| **🞎 Fall Session** 🞎 8:00 AM – 4:00 PM M-F $825 a month |
| **🞎 Spring Session** 🞎 8:00 AM – 4:00 PM M-F $825 a month |
| * Hours and fees might be adjusted for Fall 2021 and Spring 2022 dependent upon COVID 19 Guidelines, family needs and center capabilities. |

# **Admission and Fee Agreement Parent/ Guardian Signature**

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read and understood the terms and conditions of this contract and I agree to abide by them. The terms of this contract shall remain in effect for the period of one semester.*

**AGREEMENT EFFECTIVE DATE: \_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB

Parent/Guardian Signature ­­­­ ­­­­­­­­­ Date