

# **SHELDON ACRES**

## **CHILD DEVELOPMENT CENTER**

10393 Pleasant Grove School Road Elk Grove, CA 95624

(916) 686-8344 Fax: (916) 686-2232

[WWW.SheldonAcres.NET](http://WWW.SheldonAcres.NET)

## **Pre School Admission Agreement**

Enrollment in Sheldon Acres Child Development Center is considered without regard to race, religion, color, national origin or ancestry. Sheldon Acres Pre School and Kindergarten Readiness programs accept toilet trained children ages 2½ through 5 years. Parent and child(ren) will be interviewed prior to acceptance into the center to acquaint all with the facility, program, policies, fees and allow an opportunity to clarify the terms of this agreement.

Our Center offers each child when applicable a morning preschool program, an afternoon morning and afternoon snack, lunch, indoor and outdoor play, supervised planned activities and quality care. Hours of operation are 6:30 AM to 6:00 PM Monday through Fridays except designated holidays listed in this agreement.

### **Registration**

All forms are to be completed prior to attendance as required by the California Department of Social Services. These forms include: Identification and Emergency Information, Immunization record, Health History, Screening by a Physician and TB clearance, Consent for Medical Treatment, Parent and Personal Rights disclosure form. Parents/guardians must also read in its entirety and consent to this Admission Agreement's terms and conditions by signing the agreement receipt form. **\*All children must receive a full series of the following immunizations: DHT, Measles, Mumps, Rubella and Polio immunizations.**

### **Tuition , Registration & Reenrollment Fees**

Tuition is due on the 1st of each month and is considered late on the 5th of each month. A \$25 per child late fee for tuition not received by the fifth of the month will be charged. An initial \$100 nonrefundable registration and reenrollment fee will be collected at time of registration or reenrollment. An annual nonrefundable activities fee of \$75 will be due each August. A prorated rate will be assessed if initial registration occurs after August or if a student will leave the center at the end of August. See rate sheet for tuition rates. A 30 day notice will be given in writing before increases to tuition are implemented.

### **Withdrawal or Change of Enrollment**

30 days written notice of withdrawal is required when enrollment is terminated by the student's parent/guardian or if a decrease in weekly attendance is made. If a child is removed without 30 days notice, the parent and/or guardian shall be responsible for the remainder of the tuition for the 30 day withdrawal period. Parent and/or Guardian shall be responsible for any cost incurred by Sheldon Acres to secure any unpaid portion of tuition.

### **Termination of the Agreement**

This agreement will be terminated if any of the following occur:

- The parent(s) or guardian(s) of the child allow their tuition account to become delinquent.
- Failure of the parent(s) or guardian(s) to honor the obligation listed in this agreement or any rules and regulations of Sheldon Acres Child Development Center.

- Sheldon Acres, at its discretion, determines that it is unable to meet the needs of the child. If Sheldon Acres asks a student to withdraw due to our inability to meet the needs of the child, all prepaid tuition will be prorated and returned within seven days or sooner.
- Sheldon Acres, at its discretion, determines that it is not in the best interest of the center or other children enrolled to have the child in attendance.
- Failure of the child's parent(s) or guardian(s) to cooperate with the staff of Sheldon Acres.

In exercising its discretion, Sheldon Acres may require the child and/or the child's parent(s) or guardian(s) to attend conference(s) with Center personnel regarding matters that potentially warrant termination of the Agreement. The child's parent(s) or guardian(s) may also request a conference with Center personnel regarding a matter which may potentially warrant termination. *Sheldon Acres' Administrators will have the sole right and responsibility to determine any disputed factual matters regarding the termination of this Agreement.*

Parent and/or Guardian shall be responsible for any costs incurred by Sheldon Acres to secure any unpaid portion of tuition.

### **Holidays**

Sheldon Acres Child Development Center will be closed on the following Holidays:

NEW YEARS EVE DAY & NEW YEARS DAY	LABOR DAY
MARTIN LUTHER KING, JR. DAY	VETERANS' DAY
PRESIDENTS DAY	THANKSGIVING DAY & Friday after
MEMORIAL DAY	CHRISTMAS EVE DAY /or the day after Christmas
INDEPENDENCE DAY	CHRISTMAS DAY

### **Late Pick-up**

It is important that all students be picked up no later than 6:00 PM. A late fee of \$1 per minute past 6:00 PM will be charged. If you are detained due to unusual traffic conditions, **please call** the center and drive safely.

### **Sign-in/Out**

Children must be accompanied by an adult when entering the center and each child is to be **signed in** by an authorized person **noting the time** of arrival. An authorized adult **must also sign out** the student noting the time of departure. **Full signatures** are required. During school days some students will be brought to the center by school bus or by our center vehicle. A designated staff member will sign the students in noting the time of arrival, an authorized person must sign the student out of the center using a full signature noting the time of departure.

### **Illness & Medications**

We are unable to care for children who are ill. If your child should become ill while at Sheldon Acres Child Development Center he/she will be isolated from the other children until an authorized person can arrive to take the child home. It is also expected that sick children be taken home within an hour from the time a parent/guardian is notified. If you wish the staff to administer any medication you must sign the medication chart. All medication must be in the original container.

### **Naps**

There will be a nap or rest time every day after lunch. Parents who do not wish their child to nap should discuss this option with the director or teacher. Naps are not mandatory.

## **Field Trips**

Occasionally, students will leave the licensed premise to explore neighboring wild life and play in open spaces. These outings will be supervised by Sheldon Acres' staff.

## **Clothing and Personal Belongings**

Please dress your child comfortably and remember that we will be playing outdoors. Rubber sole shoes are requested as they are not as likely to slip while playing. Thongs are prohibited except when walking to and from the swimming pool. Please label your child's clothing such as, sweaters, jackets, hats, sweatshirts, caps, gloves, spare clothing, etc. with your child's name. It is our experience that winter outer clothing is the most commonly lost items. If these items are labeled we are able to get them to the correct child. "Lost and Found" tubs are located in the front foyer for items not labeled. Personal items such as toys, books, etc., are discouraged except on "Show and Tell" Fridays. If your child brings personal property, be aware that other children will probably play with the item(s). We are not responsible for breakage or loss of personal property.

## **Behavior and Discipline**

If a child is having a difficult day and needs assistance in achieving acceptable behavior, the child care staff may use a variety of ways to assist the child. These methods include: modeling appropriate behavior, redirecting the child's activity, reinforcing rules of behavior, verbal warning, and removal from group for an appropriate length of time. We seek to foster partnerships with families for the purpose of working together. Together we can develop strategies to follow through at home and at Sheldon Acres in order to provide consistent responses to inappropriate behavior. At no time will corporal punishment be used or any punishment which will embarrass or demean a child. Verbal warnings will focus on the child's behavior and not on the child's identity or self-worth. We encourage and foster problem solving through verbal communication.

## **Rights of the Department of Social Services**

The California State Department of Social Services (DSS) or licensing agency shall have the authority to interview children or staff, and to inspect and audit center records without prior notice or consent. The Center shall make provisions for private interviews and viewing of records relating to the operation of the school. Authorized DSS personnel shall also have the authority to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional physically examine children.

## **Modification Clause**

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modifications may only be made in writing, must be signed and dated by parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and will not be enforced under any condition. There will be at least a 30 day advance notice for rate changes. Please retain the above portion Sign the following and submit with your registration

SMG:Aug2010

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## Admission Agreement Receipt

**This acknowledges that I/we, the parent(s)/guardian(s) of \_\_\_\_\_, have received and read a copy of the Sheldon Acres Child Development Center Admission Agreement from an authorized representative of SHELDON ACRES CHILD DEVELOPMENT CENTER. I understand that by signing this receipt of Sheldon Acres' Admission Agreement, I agree to the conditions and terms set forth in said agreement. 30 days written notice of withdrawal is required** when enrollment is terminated by the student's parent/guardian. If a child is removed without 30 days notice, the parent and/or guardian shall be responsible for the remainder of the tuition for the 30 day withdrawal period. Parent and/or Guardian shall be responsible for any cost incurred by Sheldon Acres to secure any unpaid portion of tuition. If Sheldon Acres asks a student to withdraw due to our inability to meet the needs of the child, all prepaid tuition will be prorated and returned within seven days or sooner. 30 days notice will be given before any rate increases are implemented by Sheldon Acres.

**My child(ren) will attend Sheldon Acres, CDC** (please check and note days of attendance)

\_\_\_\_\_ Full day (5 days per week) Monday through Friday

\_\_\_\_\_ Full day on the following days \_\_\_\_\_

\_\_\_\_\_ PreSchool Program only 8:30am – 11:45 AM on the following days \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

**Total Monthly tuition \$** \_\_\_\_\_ Itemized if more than one child \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print parent/guardian name \_\_\_\_\_

*Susan M. Glines,*

Owner Administrator  
Authorized Sheldon Acres, CDC Representative Signature

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