


Kids First Academy, Inc.

2430 Willow Pass Rd. Ste 11, Bay Point CA 94565
License# 073407406

Kids First, A Non-Profit Company

3764 Clayton Rd. Concord, CA 94565
License# 073408951 License# 073408952

ENROLLMENT PACKET

THE FOLLOWING INFORMATION IS REQUIRED UNDER SECTIONS OF Title 22, California Code of Regulations and/or Statute, MUST BE KEPT IN THE FACILITY, COMPLETE AND CURRENT, AND READILY AVAILABLE FOR REVIEW BY STATE LICENSING AGENCY.

Kids First Academy Parents' Handbook	KFA Parents' Handbook
Kids First Academy Enrollment Agreement, with authorized signature(s)	KFA Enrollment Agreement
Kids First Academy Probationary Enrollment Agreement	KFA Probationary Contract
Identification and Emergency Information	LIC 700
Child's Preadmission Health History - Parents' Report	LIC 702
Child's Preadmission Health Evaluation - Physician's Report	LIC 701
California School Immunization Records	PM 286
Notification of Parent's Rights	LIC 995
Personal Rights - Child Care Facilities	LIC 613A
Transportation Waiver	Transportation Waiver
<i>Please note that the forms on the section below only pertains to when medical attention is needed for the care of your child while at our facility.</i>	
Consent for Medical Treatment	LIC 627
Documentation on Information of Special Needs	Special Needs Doc
Documentation on Zero-Tolerance Drug Policy Agreement	Zero-Drug Tolerance Doc

Enrollment Agreement - Enrollment Information

CHILD INFORMATION				
Child's first name		Middle name		Last name
Date of birth		Age	<input type="checkbox"/> Male <input type="checkbox"/> Female	Child's primary language
Parent's/Guardian's primary language				Parent's/Guardian's primary language
Child's home address				Home Phone
List family members your child lives with – include names and ages of siblings				
If enrolling for Before & After School Care, please complete: Grade Level: _____			School Name	School Phone
School Address		Drop off time	Pick up time <small>*Add instructions at Transportation waiver below</small>	Early Release days and times
School Transportation Provided by: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Kids First Academy <input type="checkbox"/> Other (specify)				
PRIMARY CONTACT AND RELEASE PERSONS <i>Include parents and guardians</i>				
Primary Parent/Guardian		Relationship to Child	Home phone	Cell phone
Home address			Home e-mail address	
Employer and address		Work email address	Work hours	Work phone/ext.
Other Parent/Guardian		Relationship to Child	Home phone	Cell phone
Home address			Home e-mail address	
Employer and address		Work email address	Work hours	Work phone/ext.
EMERGENCY CONTACT AND RELEASE PERSONS <i>Do not include parents and guardians. If possible, please notify the center if an Emergency Release Person will pick up your child on a given day</i>				
Name #1		Relationship to Child	Home phone	Cell phone
Home address				
Name #2		Relationship to Child	Home phone	Cell phone
Home address				
Name #3		Relationship to Child	Home phone	Cell phone
Home address				

- **The persons designated in this section will be contacted by Kids First Academy and are authorized to pick up my child if there is a medical or other emergency and I cannot be reached. ID is required for those who will be picking up for the first time. Parent/Guardian must complete any emergency release forms required by California child care licensing regulations. In addition, the release person must be 18 years of age or older.**
- **Center staff will release your child only to you or to those persons you have listed above. For the safety of your child, we will request all authorized Release Persons with whom staff is not familiar to provide Government issued photo ID at time of**

pick up. If you want a person who is not identified above to pick up your child, you must notify center management in advance. **Your child will not be released without prior authorization.** In the event you call a pick up authorization into the center the Parent/Guardian Identification Information questions will be used to verify your identity and to authorize the release of your child. **BY LAW, WE ARE PROHIBITED FROM RELEASING ANY STUDENT TO AN INDIVIDUAL WHO ARE SUSPECTED TO BE UNDER THE INFLUENCE OF ALCOHOL OR MARIJUANA AND OTHER SUBSTANCES**

Enrollment Agreement - Care Information

LIST ANY ALLERGIES	
	Reaction
	Reaction
Are any of the allergies severe or life-threatening? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide special instructions:	
CHILD'S MEDICAL CARE PROVIDER/FACILITY	
Primary Care Physicians' ("PCP") Name	
Phone Number	Preferred hospital/clinic for acute care and emergency care
Dentist name	Phone number
Kids First Academy does not discriminate on the basis of a person's religion, color, race, gender, sexual orientation, age, national origin, disability, or any factors protected by law. Toilet training is not an eligibility requirement for enrollment.	

MEDICATION
<p>California child care licensing regulations regarding medication must be followed. Mandatory state form regarding administration of prescription or non-prescription medication must also be completed and signed by a parent/guardian.</p> <p>I authorize Kids First Academy staff to administer topical non-prescription treatment to my child as needed (such as , sunscreen, diaper rash cream, moisturizing cream or lotion, etc).</p> <p>For any other medication, I will complete the state mandated forms (located in the lobby) with my signature, in addition to providing written authorization for the school staff to administer the medication in accordance with written instructions from the child's health care professional or me, as required. I will understand that prescription label dosage instructions must be followed. I will provide the medication in its original container with the pharmacist's label. I agree to provide any such medications, as these will not be provided by the center.</p> <p>Parent/Guardian Signature _____ Date _____</p>
MEDICAL POLICIES
<ol style="list-style-type: none"> I understand that I will be required to provide the center with updated immunization information for my child. I understand that I will be required to provide additional medical information as required by California child care licensing regulations, if applicable. I understand that my failure to provide this information may result in a suspension of services. I agree to provide information to the center regarding any conditions, illnesses, allergies, or other special needs that may require specific care or attention and agree to provide additional documentation as needed. If the center staff notifies me that my child is ill, parents will be notified and is required to pick up within 1 hour If my child contracts a reportable contagious disease, the child is required to submit a release form from the doctor to return to school (ex. most common, hand foot mouth disease, lice, strep throat) The school is not allowed to store nor administer any medication without a doctor's prescription. If your child is sick, please keep your child at home for rest and medication. In case of a medical or other emergency while my child is under the center's supervision, I understand that center staff will attempt to contact me immediately; however, in the event that I cannot be reached, or when a delay may further jeopardize my child's health, I hereby authorize center staff to act on my behalf and to take the emergency measures including those listed

below if deemed necessary by center staff or by medical authorities for the care and protection of my child. I authorize Kids First Academy to:

- Consult the physician or dentist named on the previous page if I cannot be reached.
- Administer necessary first aid and/or cardiopulmonary resuscitation for cuts, scrapes, etc. while in school. Parents will be notified of incident and first aid treatment
- Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility, if deemed necessary by paramedics, police, or other emergency personnel.
- Obtain any emergency medical or dental treatment deemed necessary by medical authorities.
- Transport my child to a local emergency shelter in the event of an emergency evacuation of the center..

Enrollment Agreement - Financial Information

CENTER HOURS OF OPERATION

Center's hours will always be 7:00 AM to 6:00 PM, Monday thru Friday.

Kids First Academy will be closed in recognition of the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Cesar Chavez Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day.

The center's hours and holiday schedule may vary and may be changed at any time. In addition to holiday closures, we dedicate time every year for employees' professional development and training. Tuition is not reduced as a result of center closures.

The center will call or text to notify families should severe weather, other environmental conditions or power/water outage that will prevent the center from opening on time or at all will. If it becomes necessary to close early, I will be responsible to arrange child's early pick-up.

I agree to notify the center staff by 10:00 am when my child is absent. I must notify the center staff if my school-age child does not need to be picked up from school or will not arrive by scheduled school bus on a particular day.

SCHEDULE

I understand that my child's tuition will depend on the schedule we established for them upon enrollment. I understand I will be charged additional tuition if my child's attendance increases beyond their regularly scheduled attendance. Any change of schedule should be made two weeks (2 weeks) prior to implementation

DAYS	IN	OUT
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

TUITION

<input type="checkbox"/> Private Pay		<input type="checkbox"/> Child Care Subsidy Agency (Parents to attach/provide approved and updated certificate)	
TERM OF PAYMENT		TOTAL TUITION	
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	\$	<input type="checkbox"/> Cocokids <input type="checkbox"/> CSB (Community Service Bureau) <input type="checkbox"/> EHSD (Employment Human Services Dept.) <input type="checkbox"/> Other
<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> other	\$	

TRANSPORTATION (\$15 PER RIDE WITHIN 3 MILE RADIUS , ADD'L \$2 FOR EVERY ADDITIONAL MILES)

<input type="checkbox"/> Will not need transportation	<input type="checkbox"/> Pick-up from (Other) School to KFA School Name and Address: _____ Pick-up Time: _____ Other pick-up instructions: _____
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SUMMARY OF FEES

- \$100 - Non-refundable registration fee
- \$261 - Weekly charge for Part time (24 hrs or less)
- \$364 - Weekly charge for Full time (25 hrs or more)
- \$35 - Charge for returned check activity
- \$20 - Late Fee charge on delayed tuition payment after 3 days
- \$25 - Bedding replacement fee
- \$15 - Per trip charge on transportation within 3 mile radius
- \$2 - Per additional mile charge on transportation after the standard 3 mile radius
- \$2 - Per minute, if not picked up on time before 6 PM
- \$5 - Per minute, if picked up after 6 PM, paid directly to the teacher on duty

TUITION POLICY

Preschool tuition requires an upfront payment at the beginning of the week or month (if paying monthly) to secure your child's place in the class. There are no refunds or credits for missed classes due to illness, holidays, emergencies, or other absences.

- If my child regularly attends elementary school and school is not in session due to school holiday, etc. I agree to make arrangements two-weeks in advance for all day care, and pay an additional fee for each day my child attends the center all day. The additional fee is charged only when, during a school week, my child's school has a scheduled day off or an unscheduled day off due to unforeseen events. When school is not in session for the entire week, the regular part-time or full-time tuition will apply.
- If the hours the child attends change in any way, parents will notify the center immediately so appropriate staffing may be arranged.
- The full tuition fee is still expected even if my child is absent for one or more days ____ (Initial)
- The center requires a two-week notice of an intended vacation to get tuition fees waived ____ (Initial)
- All tuition is due in advance of services rendered. Tuition payments are due on the first day of weekly or monthly attendance. ____ (Initial)
- If tuition is not paid within 3 days of the due date, a **late fee of \$20** will be charged. ____ (Initial)
- The terms of this agreement, including the fees, are subject to change in whole or part by Kids First Academy with 30 day notice. This agreement may be terminated by Kids First Academy at any time. ____ (Initial)
- A **nonrefundable registration fee of \$100** is due at the time of enrollment. If a child has withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time. ____ (Initial)
- **additional charge of \$2 per minute** will be imposed for late pick up; **after 6pm, late fee is \$5 per minute** paid directly to the teacher on duty ____ (Initial)
- If tuition is subsidized by a state or county agency, payment will have to be received from the agency by the 25th of each month or you would have to personally be financially responsible for tuition payment. If receiving assistance, please make sure to provide a Child Care Certificate from your Child Unit Worker. Please make sure to sign the completed timesheet every 30th of the month.
- Accounts behind in payment may result in immediate termination of service after two (2) weeks; however, upon payment, enrollment may be reinstated with applicable paid tuition and late fees. Accounts in arrears may be referred to a collection agency. In the event an account is sent to collections, I will be responsible for the balance of my account and any reasonable collection and attorney fees and costs associated with the collection of the account. In the event that an account is in arrears or shared payment of an account is in dispute any part of the arrears payment not paid will be the responsibility of the parent/guardian.
- Two weeks' written notice is required prior to the last day of attendance. If I do not give proper notice, I agree to pay any fees or full tuition that may be due for the final two weeks regardless of my child's attendance. ____ (Initial)

OTHER TERMS

- I will promptly update any information provided for in this Agreement if such information changes.
- I consent to Kids First Academy communicating with me by telephone, e-mail, or other means.
- **The probationary period for the provider, child, and parent will be 60 days from the child's start date. The school or parents has the right to terminate enrollment without prior notice for any reason within this timeframe**
- **After the probationary period, this agreement may be terminated by either party by giving 2 week's written notice if the child or children are to be permanently withdrawn from daycare.**
- Two-weeks pay will be accepted in lieu of the two-weeks written notice. The Provider will also give the Family two-weeks written notice of intent to cancel this agreement except in cases of family emergency (Provider's) or gross misconduct on the part of the parent or child (Gross misconduct refers to carrying and/or affiliation to activities that involve any illegal drugs, marijuana, and alcohol. Kids First Academy has ZERO tolerance for such behaviors to eliminate any dangers, risks, etc. to the child, other children enrolled, teachers, and the whole school). Failure to follow the agreement rules in this contract may be cause for immediate termination with no notice.
- Kids First Academy reserves the right to alter its policies and program at any time. Center management does not have the authority to alter or modify the terms of this Agreement (other than inserting information where required) either verbally or in writing.
- The terms of this Agreement, including the tuition and fees, are subject to change in whole or in part by the center with 30 day notice. This Agreement may be terminated by the center at any time.
- I understand that in an effort to maintain the professional status of center staff and prevent any potential conflict of interest, babysitting by center staff members is discouraged. However, should I hire any center staff members, it must be outside the center premises and with the understanding that such arrangements and payment for services are solely between me and the center staff member. The center and Kids First Academy do not sanction the arrangements, and I agree to hold Kids First Academy harmless from any such arrangement.
- California child care licensing regulations are on file at the center and are available for review upon request.
- Any dispute or claim arising out of or relating to this Agreement shall be submitted to non-binding mediation prior to the commencement of arbitration, litigation, or any other proceeding before a trier of fact. The parties agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. If a mediator cannot be agreed upon by the parties, each party shall designate a mediator, and those mediators shall select a third mediator who shall act as the neutral mediator to assist the parties in attempting to reach a resolution. All parties to the mediation shall share equally in its costs.
- The California State Department of Social Services (CDSS) or other public agency authorized by CDSS to assume such responsibilities shall have the authority to interview children or staff, and to inspect and audit school records without prior consent.

I certify that I have read, understood, and accept all of the terms and conditions described in this Agreement. This Agreement will be effective on _____.

Parent/Guardian's Signature

DATE

Acknowledged by Kids First Academy

Date