

**SADDLEBACK COLLEGE CHILD DEVELOPMENT CENTER  
ADMISSIONS AGREEMENT AND CONTRACT**

Name of Child \_\_\_\_\_ Name of Parent \_\_\_\_\_

**PROGRAM PHILOSOPHY**

Our philosophy includes providing a quality children’s program in a safe environment. Our belief in the development of the whole child extends to all areas of our program. We incorporate several theories of learning and development that influence our program structure and teaching methodologies. We believe that play is the primary vehicle through which children learn. We offer children a variety of experiences and activities designed to give them opportunities for self-discovery, exploration and the freedom to create within a safe environment. We view the child as a whole, and plan for experiences that facilitate the child's physical, emotional, social, creative, and intellectual growth; and strive to have them experience success in whatever they attempt. Saddleback College Child Development Center is a laboratory school, training future teachers in the field of Early Childhood Education. Our program serves students, college staff and faculty employees and the community with the purpose to provide a safe, nurturing, and educational program.

We believe that teachers have a significant role in this process; they must facilitate, support and encourage learning through the creation of developmentally appropriate environments, activities and opportunities, through the process of provoking ideas - talking, listening and observing young children -, and through collaborating with children in the construction of their knowledge.

**HOURS OF OPERATION**

The Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. Our Toddler Program operates between the hours of 7:30 a.m. and 5:30 p.m., Monday through Friday. We have several options for full day sessions. Everyday each child is given an option of a resting period and to ensure the quiet hours observed children must arrive at the Center before 11:00 a.m. or after 1:15 p.m., not while the children are having lunch or napping.

**SIGN-IN**

Licensing Regulations require that you sign your child in and out each day with a full signature in the Attendance Log Book. Please walk your child to his/her cubby and inform a staff member that your child is here before you leave the Center. **Never leave your child unattended in the lobby, classroom or outside the Center.**

**GENERAL INFORMATION**

Have your child wear safe and appropriate clothing and bring a change of clothes in a bag to keep in the child’s cubby in case it’s needed. If your child attends during rest time, bring a small pillow and blanket to use as a cover. **PLEASE LABEL ALL CLOTHING AND PERSONAL ITEMS**

An open door policy is encouraged for ALL parents to observe their children while they are at the Center. Please check in at the front office upon arrival.

Please **DO NOT** bring toys from home, as we cannot guarantee they will be returned.

Additional days can be arranged only if there is space available and must be pre-approved.

A Restraining Order/Custody Order and a request in writing by the custodial parent must be on file at the Child Development Center and Campus Police if the non-custodial parent is not allowed access to the child.

Children will be permitted to be outside in the play yard daily except during inclement weather.

Children enrolled in the Toddler and Young Preschool program are not required to be toilet trained.

**LUNCH AND SNACKS**

A nutritious morning and afternoon snack will be served to the children daily. Throughout the year, the children will cook a variety of foods and these will be served at snack time also. Milk or water will also be served with lunch and snack.

Parents need to provide a packed lunch if their child is with us at lunch time (11:30 a.m. to 12:00 noon). Nutritious lunches are required. All lunches should be labeled with your child’s name. Candy, gum, cakes, sodas and other such foods are not permitted and will be returned.

Teachers practice “family-style dining” during which they sit with the children, model appropriate mealtime behavior, and engage in conversation with the children. Please be sure to use containers that will retain desired temperatures of food.

The Saddleback Child Development Center is a “Nut Free” zone. We ask our parents and caregivers please do NOT send their child to school with products in their lunch that contain any type of Nuts due to allergies. (i.e.: almonds, peanuts, cashews, etc.) Only Sun butter (a nut-free substitute) is permitted at the Center.

**PARENT CONFERENCES**

Conferences are offered to parents periodically throughout the year. Either the parent or the teacher, Site Supervisor or Dean may initiate conferences. Please do not hesitate to request a conference any time you feel it is needed.

**FINANCIAL AGREEMENT**

Registration Fee: Non-refundable \$125 registration fee per child payable upon initial enrollment and annually each August.

Tuition is due and payable on or before the first of each month. **A late payment fee of \$25 will automatically be charged to your account if payment is not received by the 7<sup>th</sup> of the month. Tuition payments made by check after the deadline may experience a delay before being deposited.** If tuition is delinquent more than one week after the seven day grace period, immediate withdrawal of your child from the program may be required until the balance is paid in full. In addition, you will be required to pay a pre-registration fee before your child can return to the Center. \*Bi-monthly scheduled payments may be accepted on a case by case basis.

Tuition fees are paid in equal monthly installments taking into consideration that some months have more weeks than others and that there are periodic holidays, in-service days and vacations; therefore, there will be **no reduction of fees for the months when holidays, in-service days and vacations occur**. The Center must provide adequate staffing at all times for the total number of children enrolled. No tuition credit or make up days are given for any days when the Center is closed and any day that a child is absent due to vacation or illness. Semester breaks are considered when student fees are calculated; therefore, no reductions in fees will be considered during semester breaks. FULL PAYMENT OF CHILD CARE FEES ARE REQUIRED EVERY MONTH REGARDLESS OF ATTENDANCE.

A \$35 processing fee will automatically be charged to your account for checks returned for any reason. In addition, the District Business Office will charge a \$25 processing fee for returned checks and will also assign your account to a Collection Agency. Prompt attention to returned checks will prevent collection action. After the second returned check, all future tuition payments must be made by money order or cashiers’ check. Student discounts (20%) are available monthly *with a current MySite printout showing enrollment* of 6 units or more. Subsidy payments are accepted but may not fulfill the tuition each month. Additional scholarship or grants may be available through Saddleback College on an individual basis.

Child:	Schedule:	Full Tuition:	Discount: 20% Student: Subsidy:	Total Amount Due:
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PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## LATE PICK UP OF CHILD

The Center is licensed to close promptly at 6:00 p.m. for our preschool-aged children, and at 5:30 p.m. for our toddler age children. It is very difficult for children to be left at school after the normal pick-up time. Out of respect for the feelings of your child and staff, we ask that parents make every effort to observe the closing time. Late pick up fees are \$1 per minutes. This fee will be added to your next monthly tuition.

If you know you are going to be late, please call to let us know. If we do not hear from you before 6:00 p.m. (5:30 p.m. for parents of toddlers), the staff will attempt to reach parents by phone. If by 15 minutes past closing we have not been able to reach you, we will then try to contact any authorized adult on the child's emergency form. Your child is always our first concern and please be assured that your child will be cared for with love and respect. If, however, we are unable to locate an authorized adult to pick up your child after 6:30 p.m., the Center staff may call the Child Care Protective Services for assistance. Remember to keep the Center informed of any changes in phone numbers for yourself and your emergency contact numbers. \* More than THREE pick-up late are grounds for removal from the program.

**Any parent arriving to pick up their child who appears to be intoxicated or under the influence of any substance that may inhibit their ability to safely transport their child will be asked to contact the other parent or an approved adult listed on their current Emergency Information Form. Upon arrival of that adult, the Center will release the child into their custody. In certain situations our Campus Police Department may be notified to help facilitate the release of the child.** The staff is mandated by law to report any suspected child abuse.

## WITHDRAWAL NOTIFICATION

A 14 day written notice is required to withdraw your child from the Center. If the 14 day notice is not given, you will be responsible for the full monthly tuition.

## HEALTH

A pre-admission physician's report (LIC 501) must be completed by a doctor and returned on or before your child's first day of attendance. The California Department of Health Services mandates that all children be up-to-date on immunizations and the record is on file at the Center prior to enrollment.

Children with infectious diseases or any of the following symptoms will not be allowed to attend the Center according to California state regulations. Your child will not be allowed to attend if:

- cold – less than 3 days old
- fever - >99.5 or more by fever scan or thermometer
- runny nose – thick or colored secretions
- sore throat or constant cough
- rash – of unknown origin
- diarrhea
- vomiting
- abscess
- draining sores or burns
- watery or inflamed eyes – conjunctivitis

## MEDICATIONS

Saddleback College CDC may give ONLY MEDICATION PRESCRIBED BY A PHYSICIAN. It must be in the original container with full instructions on the label or on a prescription from the physician. Parents must complete the proper Medication Request Form before our staff can administer medication.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## REMOVAL OF CHILD FROM THE CENTER

The approach toward discipline at the Saddleback College Child Development Center stresses self-control. A pattern of behavior is attained by consistency, guidance, and individual attention. The staff at the Center recognizes the uniqueness of each child with his/her own set of needs. Methods of positive guidance include providing an environment that meets the needs of the child, communicating clear expectations, redirecting the child, providing attention, and separating the child from activities as needed. Parent/teacher meetings to discuss assessments, possible solutions and behavior management steps may be required.

If the child's behavior becomes inappropriate or endangers any other child/children and/or him/herself and is assessed to be beyond the staff's expertise to deal with the behavior of the child, the parent will be asked to withdraw the child from the program.

Parents are welcome at the Center at all times. Should a problem arise, the staff will make every effort to reach a satisfactory resolution. However, if at any time the behavior of the parent(s)/guardian is assessed to be inappropriate, and/or not within the guidelines of the Center's philosophy, the parent(s)/guardian may be asked to withdraw their child from the program.

### **Campus Outreach – Parent Permission for Observation & Media**

The Saddleback College Child Development Center is established as a laboratory school for students acquiring an education in Child Development. As a laboratory school, the Center provides opportunities for students to perform practicum hours on site. The practicum students read stories, prepare and present activities under the direct supervision of a Mentor Teacher and/or the Site Supervisor. Using positive interactions with children, practicum students and staff encourage respect at all times.

The Center is also open to students from other local colleges to conduct observations. Individual observations of children at the Center, by Center staff, Child Development faculty, and/or college students and are considered an integral aspect of the overall Child Development Center Program. Our program uses a variety of media in order to implement program goals and activities. Parent/Guardian release forms are required for all children enrolled at the Center. These forms will be provided in the child's enrollment packet and will be kept in your child's permanent file.

## CONTRACT AND PARENT HANDBOOK

The above policies and procedures may be changed at any time by the Saddleback College Child Development Center. Parent(s)/guardian(s) will be notified in writing of any changes.

I have received, read, understand and agree to abide by the Admission Agreement Contract set forth by the Saddleback College Child Development Center.

I have received and agreed to the policies and procedures outline in the Parent Handbook.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SCDC REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_