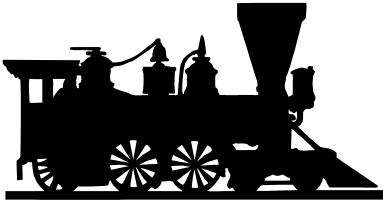


Center Admission Agreement



Imagination Station Preschool and Childcare Center
7 Marin Street
Willits, CA 95490
707-459-6543

Our philosophy is based upon the belief that young children's development can be enhanced emotionally, socially, and intellectually through the ability to freely explore their environment. Our center will provide enrichment activities that are designed and implemented with developmentally appropriate parameters in mind. Our staff is knowledgeable and respectful individuals that look forward to the rewarding experience that comes with working with young children.

Child's Name: _____

Parent's Name: _____

The Center is open Monday – Friday 7:45 am to 6:00 pm

Please mark the days and hours you would like care.

M _____ T _____ W _____ TH _____ F _____

Or Preschool care only M-F 8:30 to 12:30 _____

- Enrollment: Children ages 2 –5 yrs are admitted to Imagination Station Preschool. Children ages 2-9 yrs are admitted to the after school and summer/ Holiday daycare program. No child will be refused enrollment because of gender, race, or religion, or that of their parents.
- Notice of change: Your contract remains in effect until we receive 2 weeks written notice of your intention to change or cancel your contract. Upon written notice your deposit will be applied for the proper amount of time towards your last month of care.

Scheduled days: Part-time care cannot substitute scheduled days for holiday closures

or vacations.

- Payment due: Payment for contract time is due, on or before the 5th day of the Month.

There is no credit given for holidays or days absent due to illness, vacation, or otherwise.

- Late Payments: Please make arrangements ahead of time if payment will be late. Otherwise, Payments after the 5th will be considered late and will be charged \$15.00 per month late fee.
- Checks are made payable to: Imagination Station Center
- Returned Checks: Are subject to bank fees. Returned checks must be redeemed with cash or a cashier's check within 24 hours of notification, or arrangements will be made immediately to reprocess your check
- Paid Vacations: The school will be closed for a limited number of holidays. These short days and holiday closures have been factored into our current rate scale.
- Hours of Care: Monday through Friday, 7:45am - 6:00pm.
- Late Pickups: Parent agrees to pay a late pick-up fee of \$15.00 for the first 15 minutes after contracted pick-up time and \$10.00 they're afterwards for each 5 minutes of time.
- Sign in & Out: All children must be signed in and out daily with a full signature of an authorized adult. When signing your child in, please state who will pick up your child if other then you. Your child will not be released to anyone who is not on the emergency form. No exceptions! If you think you cannot pick up your child and did not talk to a teacher when dropping your child off, you need to talk directly with a teacher to arrange pick up for your child at the end of their day. Please do not leave a phone message. We are not always able to pick up these messages right away. The safety of your child is very important to us and is not taken lightly or for granted. Therefore clear and direct transfer of information to a teacher is necessary.

WHAT YOU NEED TO BRING

Forms: In accordance with State Law, we must have the following forms completed before attending Imagination Station Center: Contract, Emergency Form, CA Immunization Records, Parents rights, and Food Form. Please notify immediately if changes are made.

- Diapers/Wipes: We do not generally accept children who are not toilet trained. We do accept children who are closely at the end of the process. Children who are recently toilet trained need to have an extra set of clothing, wipes, and pull-ups if necessary at the center.

- Extra Clothes: Shirt, pants, underpants and closed toe shoes, should be left in the your child's bag . Please up date as needed, for season or child's growth

Monthly Fee Rates

Preschool morning session 8:30-12:30:

2-Day \$150.00 per month

3-Day \$225.00 per month

5-Day \$300.00 per month

Preschool afternoon session 1:30 –4:30

2-Day \$125.00 per month

3-Day \$190.00 per month

5-Day \$250.00 per month

Extra hours added to preschool session for occasional care \$3.50 per hour

Flexible Hours Care: \$475.00 per month 20-30 hours per week

Full-time care: \$625 per month (up to 47.5 hours per week)

Drop-in care: \$15 for up to 4 hours, \$30 for 4.25 to 8 hours, \$3.50 per each hour thereafter.

*There is no registration or materials fee!

More things to know:

- Meals: We provide 2 snacks for full day care. Parents are responsible for providing a nutritionally balanced packed lunch. All snacks provided by the center will meet the USDA food/drink requirements.
- Health Policy: We will not accept sick children. If your child becomes ill, you will be contacted, and asked to pick up your child as soon as possible. If emergency medical care is required, 911 will be called. Parents will be called first if possible. Parents are responsible for any emergency service charges.
- Medication Policy: We will give your child prescribed medicine only under strictly controlled conditions and in original container. All medication must be signed in on a "Medication Release form".
- Behavior Policy: Children have conflicts and when they do we try to redirect their energy in a more positive way. If an unsafe behavior continues, we will schedule parent conferences and may require professional intervention. Our goal is to keep the environment safe for all children.

- The Community Care Licensing Agency has the right to inspect the facility at anytime and interview the children in the centers care.
- Volunteering can be a fun experience: We ask that it be pre arranged to optimize your experience. What special skills or interests can you share with us?

I have read, understand and agree to abide by all or the above policies and conditions:

Parent/Guardian

Signature_____Date_____

Parent/Guardian

Signature_____Date_____

Director/Teachers Signature_____