

KID'S HIDEOUT

Admissions Agreement 2009 – 2010

(One child per form)

I agree to enroll my child, _____, in Kid's Hideout for the 2009/2010 school year and agree to pay a non-refundable Registration fee of \$50 (for the 1st child and \$20 for each additional child) at the time of enrollment. This fee will ensure my child's spot in the program. ***I also agree to pay the tuition at the time of my child's first day of enrollment, and on the 27th of every month thereafter.***

_____ Drop-in only basis – no set schedule: \$5.50 per half hour

(In order to use drop-in, you must fill out all of the required paperwork **before** your child can attend the first time. However, you do not have to pay the registration fee until you schedule your first "Drop-in" day. Students enrolled on drop-in basis are not guaranteed space.)

KINDERGARTEN:

Requested Schedule	MON	TUE	WED	THUR	FRI
Sunrise (7:00 – 8:15)	_____	_____	_____	_____	_____
Sunflower (8:30 – 11:35)	_____	_____	_____	_____	_____
Daffodil (11:35 – 2:30)	_____	_____	_____	_____	_____
Tulip (12:35 – 2:30)	_____	_____	_____	_____	_____
Oak (Sunflower/Daffodil + Adventure Club)	_____	_____	_____	_____	_____
Elm (Sunflower/Daffodil + Sunset Club)	_____	_____	_____	_____	_____
Sequoias (Tulip + Sunset Club)	_____	_____	_____	_____	_____
Redwoods (Full-time K care)	_____	_____	_____	_____	_____

1ST THROUGH 5TH GRADE:

Requested Schedule	MON	TUE	WED	THUR	FRI
Sunrise Club (7:00 – 8:15)	_____	_____	_____	_____	_____
Adventure Club (2:30 – 4:30)	_____	_____	_____	_____	_____
Sunset Club (2:30 - 6)	_____	_____	_____	_____	_____
Explorer Club (Full-time for 1 st – 5 th)	_____	_____	_____	_____	_____

Monthly Rate is _____ (Please see FEE SHEET for rates and additional fees)

BASIC SERVICES OFFERED: The Kid's Hideout agrees to provide supervision for your child during the days and times that you have indicated above. Our hours of operation are Monday through Friday from 7 AM to 6 PM on regular school days, and 8 AM to 6 PM on In-service Days and Camp Days. Summer Hours will be indicated on Summer Registration form. In addition to free play, we offer the following activities/programs while your child is in our care:

- Breakfast Club: 7:15 AM – 7:45 AM – additional fee applies (\$1.50 per meal)
- Teacher Directed Activity Time during Kindergarten care: 9:30 – 10:00 AM / 1:00 – 1:30 PM
- Afternoon Snack: 2:30 – 3:00
- Homework Club: 2:45 – 3:20
- Activity Club (Teacher Directed Activity Time): 3:30 – 4:30

During activity time, your child will have the opportunity to participate in art projects, baking projects, craft activities, science activities and sports activities at different times throughout the week.

RATES & ADDITIONAL FEES: Monthly payments are calculated for the school year of late August through mid-June and split into 10 equal payments (pro-rating August and June). Payment is due on the 27th of the previous month. ***No refunds or exchanges will be made for time missed, holidays or vacations during the school year.*** Late payments are subject to a \$10 fee on the 1st and \$10 each week thereafter until paid. If payment is not made by the end of the month, your child may not be accepted back into the program until your account becomes current or payment arrangements are made. There is a late pick-up fee of \$1 per minute if your child is not picked up on time. Late fees are **payable in cash to the teacher in charge** at time of pick-up if you are late at the 6 PM pick-up time. Rates for In-service or Camp Days and Block Rates (for additional days that do not fall on your regular day) are located on the **FEE SHEET**. Add-on Care is available if you need additional care on your regular day at \$4 per half hour. Drop-in hours are available at \$5.50 per half hour if space is available, for those registered on a "drop-in" basis only. Please contact the director first to ensure there is space. Add-on & Drop-in hours will be calculated and added to your bill, which will be given to you around the 25th of the month. All checks should be made payable to KID'S HIDEOUT and placed in the tuition box in the office. *Rates for summer camps will be handed out with Registration forms around February each year. Our summer program is very flexible. For more information on our summer program, please contact Beth at 925-283-7808 or beth@kidshideout.net. You can also download registration forms at www.kidshideout.net.*

(Please see reverse side)

WITHDRAWAL: Parents are required to give a two-week written notice to the director when they intend to withdraw their child from the program or when decreasing days and/or hours. Parents are responsible for the regular rates for the two weeks following the date that the notice was given, regardless of actual use. This notice can also be made via e-mail. *Verbal notification is not an acceptable form of notice.* If you choose to re-enroll, the \$50 registration fee will be required again.

REQUESTED WITHDRAWAL/DISMISSAL FROM DIRECTOR: The school reserves the right to dismiss the child if, in the school's opinion, 1.) The child's needs can no longer be met by the school, 2.) The child poses a threat to the safety of the other children, the program or him/herself 3.) The child's negative behavior continues to be a disruption to the program, or 4.) Payments are late on a continuous basis or is not paid by the end of the month. Please refer to the Discipline Policy in the Parent's Handbook for more information on our Discipline Policy.

RIGHTS OF THE LICENSING AGENCY: The State of California Community Care Licensing Agency shall have the authority to interview children and staff and to inspect and audit the child or facility records without prior consent. The Hideout shall make provisions for private interviews with any child or staff member; and for the examination of all records relating to the operation of the child care center. The Licensing Agency shall have the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Please initial to the left that you have read of each of the following, and sign below:

_____ I have received and read the Parent Handbook & the Fee Sheet. I agree to comply with the conditions stated within.

_____ I agree to pay the late fee of \$1 per minute if my child is not picked up on time. This refers to the 2:30 pick-up time for kindergartners, and the 4:30 PM and 6 PM pick-up time for all children.

_____ I agree to pay a \$10 late payment fee if my payment is made on/after the 1st, and \$10 per week until it is paid.

_____ I agree to pay the \$5 fee if I fail to sign my child in or out, after two warnings. I understand that if the Hideout is fined by Licensing for my failure to sign in/out, the fee will be passed on to my family.

_____ I agree to pay the \$5 fee if I fail to call the Hideout to inform them that my child is not coming on his/her scheduled day, after two warnings.

_____ I understand that all monies paid are non-refundable, with the exception of **In-service** and/or **Camp** days where Hideout closes due to low enrollment. Notice of such closures will be made within one week prior to "extra care" day(s).

_____ I agree to give the school two-weeks written notice (can be made via e-mail, too) when I intend to withdraw my child from the program or when I intend to decrease my child's scheduled days and/or hours. I understand that I am responsible to pay my regular rate for the two weeks following the date written notice is given.

_____ I understand that exchanges will not be granted for missed days due to illness, vacation, play-dates or holidays as Hideout staffing is set according to the contracted days of each child. I understand that I may request "Add-on" care (at \$4 per half hour) if I need my child to attend an additional day. *(The Director will notify you of availability.)*

_____ I have read this Admissions Agreement and will abide by its terms.

Parent's / Guardian's Signature

Date

Director's Signature

Date

Checks should be made payable to **KID'S HIDEOUT**. Kid's Hideout has a **no-refund** policy. Parents will be given a sixty-day (60) written notice for any rate increases.

Notes:

OFFICE USE ONLY:

FIRST DAY OF ENROLLMENT: _____ AMOUNT OF MONTHLY RATE: _____

REGISTRATION FEE PAID: DATE: _____ CHECK # : _____

___ Paid exact amount (\$50)

___ Paid with Sibling Enrollment fee (\$70)

___ Paid with first months' fees: \$ _____ / ___ regular amount OR ___ pro-rated amount

___ First month prorated: Using _____ of _____ days = \$ _____ per day X _____ days = \$ _____ for first month.