

Children's Services 392-2029

**I. Hours of Operation**

- A. All day 7:00 a.m. to 6:00 p.m.
- B. Morning program 7:00 a.m. to 12:30 p.m. (includes lunch)
- C. Afternoon program 12:30 to 6:00 p.m. (no lunch)

**II. Application Process**

- A. Required forms to be completed and returned before admission:
  - 1. Registration form
  - 2. Emergency information card
  - 3. Consent for medical treatment
  - 4. Child development history
  - 5. Parent contract
  - 6. Parents' rights
  - 7. Personal rights
  - 8. Physician's report with T.B. test
  - 9. Immunization record - shots must be current.
  - 10. Food program/Low Income eligibility form
- B. Enrollment: All forms must be completed. Registration fee and first month's tuition is due prior to the first day of attendance.
- C. Pick-up cards: Only persons with a pick-up card and photo identification will be allowed to remove your child from the center. The color of the pick-up card will change every September. Parents are required to carry a card also.
- D. Any legal restrictions per court orders must be provided at registration.

**III. Program and Fees**

- A. Registration fee - \$30.00 non-District residents, \$25.00 District residents. This is a nonrefundable fee.
- B. **Tuition schedule:**

	<b>District Residents:</b>	<b>Non-District Residents:</b>
1. Full Time Children, 2-5 yrs	\$400 per month	\$420 per month
2. Full Time Children, 2-5 yrs (Non-Toilet Trained)	\$440 per month	\$460 per month
3. Part Time Children, 2-5 yrs, Daily	\$25 per day	\$27 per day
4. Part Time Children, 2-5 yrs, Daily (Non-Toilet Trained)	\$30 per day	\$32 per day
5. Part Time Children, 2-5 yrs, AM (7:00 a.m. - 12:30 p.m.)	\$240 per month	\$260 per month
6. Part Time Children, 2-5 yrs, AM (Non-Toilet Trained)	\$264 per month	\$284 per month
7. Part Time Children, 2-5 yrs, PM (12:30 p.m. - 4:30 p.m.)	\$200 per month	\$220 per month
8. Part Time Children, 2-5 yrs, PM (Non-Toilet Trained)	\$220 per month	\$240 per month
9. Full Time Infants & Toddlers (6 weeks - 24 months)	\$580 per month	\$600 per month

Parents must provide diapers, wipes, formula and baby food.
- C. Families with 2 or more full time children will receive 10% off the lowest tuition for 1 child.
- D. Enrollment in the infant/toddler room does not guarantee a position in our pre-school room.
- E. It will be NOR's discretion to accommodate a student with special needs. If the student is accepted, it will be the parents/guardians responsibility to hire and assume financial responsibility for a qualified person to take care of all needs of the student in need. NOR will be released from liabilities concerning a non-NOR employee.

**IV. Tuition Payment Plan - All tuition must be paid in advance for each month regardless of program.**

- A. One monthly payment of \$\_\_\_\_\_ due by the 1<sup>st</sup> of each month.
  - B. Two payments per month of \$\_\_\_\_\_ due by the 1<sup>st</sup> and 15<sup>th</sup>. (Families with 2 or more children who choose 2 payment plan must pay 1/2 of total tuition on 1<sup>st</sup> and 15<sup>th</sup>.)
  - C. Grant programs:  Community Connection for Child Care  Other: \_\_\_\_\_
- THERE IS NO CREDIT GIVEN FOR MISSED DAYS DUE TO ILLNESS OR OTHER REASONS! No make-up days are allowed.**
- D. A 30 day written notice will be given to parents of any tuition changes.
  - E. Accommodating special needs will have an additional charge according to the needs and abilities of staff.

**V. Late Fees & NSF Fees**

- A. A late fee of \$30.00 will be charged if tuition is not paid as scheduled. Delinquent payments are due within one week or service will be discontinued. **Tuition is due as scheduled.**
- B. A \$25 NSF (Non-Sufficient Funds) fee will be charged on all returned checks. The \$30 late fee will also be assessed if tuition is late due to NSF.
- C. If your child is picked up after 4:30 p.m. there is a late charge of \$5.00 per minute per child to be paid within 24 hours. If late fee are not paid, child may not return until late fees are paid.

**VI. Vacation Credit**

Please give your vacation schedule to the Head Teacher two weeks in advance by the 1st of the month.

**VII. Withdrawal from the Program**

Two weeks advance notice in writing and final payment is required if you plan to withdraw your child from the program. (Any unused tuition will be refunded within 30 days from NBRPD business office.)

**VIII. Health and Illness Guidelines**

If your child becomes ill while at daycare, you will be contacted to pick up your child immediately. If the child still appears ill when returning to daycare, at the discretion of the Head teacher the child will be sent home. If you plan to be at a different contact phone number, please notify staff immediately providing the phone number you may be reached at.

**IX. Discipline Steps**

- A. THREE STRIKES YOU'RE OUT!
  - Strike 1** Warning will be given by staff and a time out or removal from activity may occur.
  - Strike 2** Parent Conference and / or loss of special activity.
  - Strike 3** TERMINATION from program.
- B. ZERO TOLERANCE! If a child's (or an adults) action (verbal or physical) is of a violent nature against another person, child, staff or property, the child (or adult) will be suspended immediately.

**X. Inspection authority of the Department of Licensing Agency**

- A. The Department has the inspection authority specified in Health and Safety Code Sections 1596.852 and 1596.853.
  - 1. Health and Safety Code Section 1596.852 provides in part:
 

Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of this act, or the regulations adopted by the department pursuant to this act.

**XI. Personal Rights**

Every child shall be accorded the personal rights as cited in Section 101223 of Title 22.

I have read this contract and understand that I can be fined or my child can be suspended from the program if my tuition payment is late, or if I fail to fulfill any of the obligations of this contract. This contract is subject to change at anytime.

Parent's Signature \_\_\_\_\_ Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Head Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_