

KID'S HIDEOUT

Admissions Agreement 2017-2018

(One child per form)

I agree to enroll my child, _____, in Kid's Hideout for the 2017-2018 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, (or Aug 18th if starting at the beginning of the school year) and on the 25th of every month thereafter as tuition is due prior to the month of care you are receiving.***

_____ Drop-in only basis – no set schedule: \$6 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. Students enrolled on drop-in basis are not guaranteed space.)

KINDERGARTEN: (reminder that kinders must be picked up by 1:30 on Wednesdays unless enrolled until 4:30 or 6)

Requested Schedule	Mon	Tue	Wed	Thur	Fri
Sunrise (7:00 – 8:15)	_____	_____	_____	_____	_____
Sunflower (8:15-9:30, 2-2:30)	_____	_____	_____	_____	_____
Daffodil (12:45 – 2:30)	_____	_____	_____	_____	_____
Oak (before and/or after K to 4:30)	_____	_____	_____	_____	_____
Elm (before and/or after K to 6:00)	_____	_____	_____	_____	_____
Redwoods (Full-time, before & after kinder, 7 am to 6 pm)	_____	_____	_____	_____	_____

1ST THROUGH 5TH GRADE: (reminder that students are released from Springhill at 1:42 on Wednesdays)

Requested Schedule	Mon	Tue	Wed	Thur	Fri
Sunrise (7:00 – 8:15)	_____	_____	_____	_____	_____
Adventure Club (2:42 – 4:30)	_____	_____	_____	_____	_____
Sunset Club (2:42 - 6)	_____	_____	_____	_____	_____
Explorer Club (Full-time, before & after school for 1st – 5th)	_____	_____	_____	_____	_____

Monthly Rate is _____ (Please see FEE page on website 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 7:30 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: 8:45 – 9:15 AM / 1:30 - 2:00 PM
- Afternoon Snack: 2:42 – 3:00
- Homework Club: 2:45 – 3:15
- Activity Club (Teacher Directed Activities – TDA): 3:30 – 4:30

Some of the activities offered include, but are not limited to: art & crafts, science, sign language, photography, painting, beading, sports & board games

Rates: These are monthly rates based on number of consistent days attending per week.

Kindergarten Program	1 day	2 days	3 days	4 days	5 days
Sunflower - 8:15-9:30, 2-2:30 (1.75)	\$93	\$172	\$235	\$289	\$334
Daffodils - 12:45 - 2:30 (1.75)	\$93	\$172	\$235	\$289	\$334
Oaks - 1.75 k hours + 2:30 - 4:30	\$161	\$287	\$388	\$490	\$584
Elms 1.75 k hours + 2:30 - 6	\$213	\$375	\$525	\$615	\$672
Redwoods 7 - 8:15+1.75 k hrs +2:30-6	\$248	\$449	\$582	\$673	\$724

1st thru 5th grade Program	1 day	2 days	3 days	4 days	5 days
Sunrise Club (7 - 8:15 AM)	\$72	\$135	\$187	\$231	\$267
Adventure Club (2:42 - 4:30 PM)	\$93	\$172	\$235	\$289	\$334
Sunset Club (2:42 - 6 PM)	\$151	\$268	\$362	\$457	\$526
Explorers Club (7 - 8:15 AM, 2:42 - 6 PM)	\$188	\$323	\$450	\$547	\$576
If Wednesday pm is one of your days, add:	\$20	\$15	\$10	\$5	\$0

(Please see reverse side)

Revised
1/6/17

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 25th of the month prior to care. **No refunds or exchanges will be made for time missed, holidays or vacations during the school year.** Late payments are subject to a \$20 fee if payment is not received before the 1st. If payment is not made by the end of the month of care, your child may not be accepted back into the program until your account becomes current or payment arrangements are made. This may cause you to lose your spot if there is a wait list. There is a late pick-up fee if your child is not picked up on time. Please see below for **late pick-up** fees. 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 in the **FEE SECTION** on our website. Add-on Care is available if you need additional care on your regular day at \$5 per half hour. Drop-in hours are available at \$6 per half hour for those registered on a "drop-in" basis only. **Please contact the director first to ensure there is space for add-on or drop-in requests.** Add-on & Drop-in hours will be calculated and added to your bill, which will be emailed around the 20th of the month. All checks should be made payable to KID'S HIDEOUT and placed in the tuition box in the office, or mailed to us. Credit card payments can be set up. *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.*

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 may be required again. Requests must be directed by the director.

REQUESTED WITHDRAWAL/DISMISSAL FROM DIRECTOR: Hideout reserves the right to dismiss the child if, in the program's opinion, 1.) The child's needs can no longer be met by the program, 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 are not paid by the end of the month. 5.) Child is consistently being picked up late. 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 reviewed the Handbook and the Fee Sheet (found on the Hideout website) and 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 understand that this fee will increase to \$25 per minute after 5 occurrences. If you are late more than 10 times in one school year, we may request that you look for alternative care for your child.***

_____ I agree to pay a \$20 late payment fee if my payment is made before the 1st. (Payment is due on the 25th and considered late on the first).

_____ I agree to pay the \$5 fee if I fail to sign my child in or out, after two warnings. I understand that if 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 ***\$25 fee if I fail to call Hideout to inform them that my child is not coming*** on his/her scheduled day, after two warnings. ***I understand that this fee will increase to \$50 per occurrence starting with the 6th occurrence.*** I understand that a great deal of time is spent by staff phoning parents and searching for children who do not arrive to the program after school because parents forget to notify Hideout that their child will be absent that day, and this can potentially compromise the quality and safety of the program for all children.

_____ 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. (Verbal notification is not an acceptable form of notice.) Notice **MUST** be given to director – not staff.

_____ 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 \$5 per half hour) if I need my child to attend an additional day. *(Please contact director to request. We 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: