

LOMA VISTA SUNSHINE HOUSE, INC. ENROLLMENT AGREEMENT

1. All children will be admitted who appear able to benefit from our program. This form and non-refundable registration fee must be received to constitute enrollment.
2. State licensing requires that the attached forms be returned before attendance can begin.
3. Our hours of operation are Monday through Friday, 6:30 A.M. to 6 P.M. You are encouraged to arrive prior to 9 A.M. to receive the maximum benefit from our program and to avoid disruption of learning time in progress. All children are to be picked up by 6 pm, any parent leaving with their child after 6 P.M. will pay a \$20 late fee for the first 1-15 minutes late; a \$30 late fee is charged for each additional 15 minutes or portion of that you leave late. This fee is charged to your tuition account. This payment is in addition to your responsibility to call and let us know that you will be late. If we have not heard from you within 1 hour after closing time, your child will be placed with protective services according to state regulations. Late pickups will be cause for terminated enrollment.
4. Tuition is due in advance. Payment will be drawn on Monday of each week by ACH Collection. There is a \$25 charge for any payment refused by your bank. If your payment becomes 2 weeks late, your child will likely be dropped at the end of the second week. Tuition deposit will be credited towards the last 2 week's tuition.
5. Your tuition covers the space for your child and pays for staff and materials whether your child actually attends or not. There is no credit given for days when your child is sick, on vacation, with grandparents, etc. A 2-week notice is required for withdrawal from our program or for reduced days/hours of attendance.
6. You will receive a 30 day written notice whenever circumstances covered in the agreement change, including tuition increases. A new contract will be issued and signed.
7. I have seen the indoor and outdoor equipment and received a description of activities and I give permission for my child to participate.
8. We reserve the right to deny our services to anyone who refuses to conform to our school's policies or who engages in abusive language or conduct towards any child or adult. Corporal punishment (spanking, etc.) is never allowed.
9. Sunshine House is licensed by the Department of Social Services, Community Care Licensing, which issues licenses, monitors and evaluates our program. They can be contacted at 1515 Clay St., Suite 1102, Oakland, CA, 94612 or by calling 510-622-2602. DSS has the right to review student records and to interview children, without your prior consent.
10. You have the right to visit Sunshine House at any time without appointment.

Initials _____

11. We are closed on the following days: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Weekend (begins 4 P.M. Wed.), 2 days at Christmas and New Year's Eve at 4 pm.
12. If your child is in kindergarten, please bring a pair of underwear and pants for their cubby.
13. All medications to be administered at Sunshine House are reviewed on an individual basis in advance of administration. Additional paperwork is needed from both parent and doctor. We are not trained medical professionals and therefore unable to provide care for all medical conditions.
14. All volunteers must provide a negative TB skin test and Proof of Immunizations (Influenza, Pertussis, Measles).
15. I give permission for my child's photo or video to be used for school promotional purposes, staff training, or publicity. Your child's last name will not be used.
Initials _____
16. Upon occasion parents may take photo's at school events in which your child may appear and is not under Sunshine House control.

We have many forms of internet communication. Please visit our website: www.sunshinehouseCA.com. You can email us: sunshinehouseLV@gmail.com. You can "like" us on Facebook to receive daily updates, photos of your child at work and play, and notice of upcoming events: search "Sunshine House Loma Vista".

In order to maintain professional relationships, employees may not communicate with our families via social media (Facebook, Instagram, Snapchat, etc.).

Initials_____

Child's Name _____

ACH Collection Information

Account Type: Checking of Savings (circle)

Name on Account _____

Bank Name _____

Routing Number _____

Account Number _____

Start date: _____ Amount: _____

LOMA VISTA SUNSHINE HOUSE, INC. ENROLLMENT AGREEMENT

1. All children will be admitted who appear able to benefit from our program. This form and non-refundable registration fee must be received to constitute enrollment.
2. State licensing requires that the attached forms be returned before attendance can begin.
3. Our hours of operation are Monday through Friday, 6:30 A.M. to 6 P.M. You are encouraged to arrive prior to 9 A.M. to receive the maximum benefit from our program and to avoid disruption of learning time in progress. All children are to be picked up by 6 pm, any parent leaving with their child after 6 P.M. will pay a \$20 late fee for the first 1-15 minutes late; a \$30 late fee is charged for each additional 15 minutes or portion of that you leave late. This fee is charged to your tuition account. This payment is in addition to your responsibility to call and let us know that you will be late. If we have not heard from you within 1 hour after closing time, your child will be placed with protective services according to state regulations. Late pickups will be cause for terminated enrollment.
4. Tuition is due in advance. Payment will be drawn on Monday of each week by ACH Collection. There is a \$25 charge for any payment refused by your bank. If your payment becomes 2 weeks late, your child will likely be dropped at the end of the second week. Tuition deposit will be credited towards the last 2 week's tuition.
5. Your tuition covers the space for your child and pays for staff and materials whether your child actually attends or not. There is no credit given for days when your child is sick, on vacation, with grandparents, etc. A 2-week notice is required for withdrawal from our program or for reduced days/hours of attendance.
6. You will receive a 30 day written notice whenever circumstances covered in the agreement change, including tuition increases. A new contract will be issued and signed.
7. I have seen the indoor and outdoor equipment and received a description of activities and I give permission for my child to participate.
8. We reserve the right to deny our services to anyone who refuses to conform to our school's policies or who engages in abusive language or conduct towards any child or adult. Corporal punishment (spanking, etc.) is never allowed.
9. Sunshine House is licensed by the Department of Social Services, Community Care Licensing, which issues licenses, monitors and evaluates our program. They can be contacted at 1515 Clay St., Suite 1102, Oakland, CA, 94612 or by calling 510-622-2602. DSS has the right to review student records and to interview children, without your prior consent.
10. You have the right to visit Sunshine House at any time without appointment.

Initials _____

11. We are closed on the following days: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Weekend (begins 4 P.M. Wed.), 2 days at Christmas and New Year's Eve at 4 pm.
12. If your child is in kindergarten, please bring a pair of underwear and pants for their cubby.
13. All medications to be administered at Sunshine House are reviewed on an individual basis in advance of administration. Additional paperwork is needed from both parent and doctor. We are not trained medical professionals and therefore unable to provide care for all medical conditions.
14. All volunteers must provide a negative TB skin test and Proof of Immunizations (Influenza, Pertussis, Measles).
15. I give permission for my child's photo or video to be used for school promotional purposes, staff training, or publicity. Your child's last name will not be used.
Initials _____
16. Upon occasion parents may take photo's at school events in which your child may appear and is not under Sunshine House control.

We have many forms of internet communication. Please visit our website: www.sunshinehouseCA.com. You can email us: sunshinehouseLV@gmail.com. You can "like" us on Facebook to receive daily updates, photos of your child at work and play, and notice of upcoming events: search "Sunshine House Loma Vista".

In order to maintain professional relationships, employees may not communicate with our families via social media (Facebook, Instagram, Snapchat, etc.).

Initials_____