

Sunshine Houe Kid Zone at Loma Vista Enrollment Agreement

Admissions

- Open to all children who seem to benefit from the program.
- Completed enrollment form and registration fee required.
- Required licensing forms needed before attendance.

Hours & Pick Up

- Open Monday-Friday, 7am-6pm.
- Late pick-up fees:
 - \$20 for the first 15 minutes.
 - \$30 for each additional 15 minutes or portion thereof.
 - You'll be notified of the amount to be added to your tuition, paid via ach.
 - No contact within 1 hour of closing triggers state-mandated protective services involvement.
 - Fees apply to all late pick ups including if you are called to pick up your child early.

Tuition & Fees

- Due in advance and charged on Mondays via ACH each week.
- \$25 fee for declined or refused payments.
- Covers child's space, staff, and materials regardless of attendance.
- No credits for absences (illness, vacation, etc.).
- Requires 2-week written notice for withdrawal or schedule changes.

Changes & Notifications

- 30-day written notice provided for any agreement changes, including tuition increases.
- New contract will be issued.

Permissions

- Granted for child to participate with indoor/outdoor equipment and activities.
- Granted for annual and bi-annual developmental evaluations.

Policies

- Sunshine House reserves the right to refuse service for noncompliance or abusive behavior.
- Corporal punishment is strictly prohibited.
- Licensed by CA Department of Social Services (DSS) Community Care Licensing.
 - DSS can review records and interview children without parental consent.
- Parents have the right to visit Sunshine House anytime.
- Staff will observe children, especially during the first two weeks, to ensure suitability for the program.

Initials _____

- Threat to the well-being of other children may result in immediate dismissal.

Closures

- 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.

What to Bring on First Day

- Complete change of labeled clothes (pants, shirt, socks, underwear) for TK and Kinders

Food

- Sunshine House promotes healthy eating with whole grains, fresh fruits, and vegetables.
- Parents are asked to provide low-sugar lunches during school breaks, summer (-sandwich and fruit recommended).
- Food containers should be manageable by the child.

Health

- All medications require prior review approval, completed paperwork & doctor prescription.
- Sunshine House staff are not trained medical professionals and cannot manage all conditions.
- Children who become ill during the day are to be picked up within 30 minutes
- Volunteers must provide negative TB test and proof of specific immunizations.

Photo & Video Release

- Permission granted for photos and videos to be used for school purposes (promotions, training, publicity) with child's last name omitted.
- Parents may take photos at school events outside of Sunshine House control.

Initials _____

Communication

- Sunshine House uses various communication methods:
 - Website: sunshinehouseCA.com
 - Email: sunshinehouseLV@gmail.com
 - Facebook/IG: "Sunshine House Kid Zone Loma Vista"
 - **Note:** Staff cannot communicate with families via social media

Initials _____

REGISTRATION DATA

Child's Name _____ Birthdate _____

Home Address _____

City _____ Zip Code _____ Phone _____

Known Food Allergies _____

Parent 1 Name _____ Cell # _____

Parent 1 Work Name, Address, Phone _____

Parent 2 Name _____ Cell # _____

Parent 2 Work Name, Address, Phone _____

Family email address _____

Circle Days of Attendance: Mon Tue Wed Thu Fri

Approximate time of arrival _____ Approximate time of departure _____

Non-Refundable Registration Fee \$ _____

2 Week Deposit(applied to last 2 weeks
in attendance with 2 weeks' notice) _____

Annual Supply Fee _____

Weekly Tuition _____

Signature of Parent: _____ Date: _____

Signature of Director: _____ Date: _____
(or authorized person)

Our contact information:

Phone: 925-513-1113

Email: sunshinehouseLV@gmail.com

www.sunshinehouseCA.com

Child's Name _____

ACH Collection Information

Account Type: Checking of Savings (circle)

Name on Account: _____

Bank Name _____

Routing Number _____

Account Number _____