

## Sunshine House Children's Center Enrollment Agreement

### Admissions

- Open to all children who seem to benefit from the program.
- Completed enrollment form and registration fee required.
- Required licensing forms and birth certificate needed before attendance.
- Physician's report can be submitted up to 30 days after start date with alternate immunization verification.

### Hours & Pick Up

- Open Monday-Friday, 7:30 AM to 6:00 PM.
- Early arrival (before 9:00 AM) encouraged.
- 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.

○ Initials \_\_\_\_\_

- Staff will observe children, especially during the first two weeks, to ensure suitability for the program.
- 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 (long pants, shirt, socks, underwear)
- Small picture for child's cubby (optional: family picture)
- Lunch
- Sunshine House bedding

### Food

- Sunshine House promotes healthy eating with whole grains, fresh fruits, and vegetables.
- Parents are asked to provide low-sugar lunches (half-sandwich and fruit recommended).
- Milk or water is served with lunch. Juice must be 100% juice if brought by parents.
- 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](http://sunshinehouseCA.com)
  - Email: [sunshinehousemartinez@gmail.com](mailto:sunshinehousemartinez@gmail.com)
  - Facebook/IG: "Sunshine House Martinez"
    - **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: 925-372-8242    Email: [sunshinehousemartinez@gmail.com](mailto:sunshinehousemartinez@gmail.com)

[www.sunshinehouseCA.com](http://www.sunshinehouseCA.com)

Child's Name \_\_\_\_\_

ACH Collection Information

Account Type: Checking of Savings (circle)

Name on Account: \_\_\_\_\_

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_