

Tri County Community Network:

Intermountain Community Center's Program Admission Agreement

We are committed to providing a caring, safe and loving environment that fosters the healthy growth and development of the children that we serve.

Preschool Program:

- 2.5-5 years of age
- Must use the bathroom independently.
- Extra pairs of clothing are encouraged to be sent with your child due to how much we explore in the outdoors.
- Because the majority of our preschool day is spent outside each day in any weather, appropriate clothing attire for weather is encouraged.
- Speech Therapy is offered through a licensed Speech Therapist, employed with Fall River Joint Unified School District, if families are interested.
- Immunization records are mandatory for Preschool and are due at the time of enrollment.
- The Physician's Report Form (LIC 701) is mandatory for Preschool and is due at the time of enrollment.
- Families will be provided and will complete the Ages and Stages Questionnaire (ASQ), at the beginning of the program start date. Preschool teachers will discuss findings at the fall parent conference. If needed, families will be connected to resources and classroom adaptations will be provided if necessary.
- All Children enrolled in our program will be assessed twice a year using the DRDP development assessment. The first DRDP will be completed within the first 60 days of enrollment and the second assessment in the spring. Findings will be discussed at both Fall and Spring parent conferences.

Preschool Tuition: AS OF June 1, 2023:

- 1 school day a week= \$67.00 per month
 - 2 school days a week= \$124.00 per month
 - 3 school days a week= \$187.00 per month
 - 4 school days a week= \$250.00 per month
 - 5 school days a week= \$311.00 per month
- **Preschool** tuition is billed on the 15th and due on the 1st, for the month following.
 - **Preschool** tuition for the beginning of the school year in September, will be due at the time of enrollment.
 - Because **preschool** tuition is prorated for the course of a school year (September-May), there are no discounts for holidays or vacation days.
 - **Preschool:** Sick days can be made up on an unscheduled day during the month they are missed, if approved by a teacher. Missed days not made up within 30 days will be lost.

Please check the preschool days you are requesting for your child:

Monday___ Tuesday___ Wednesday___ Thursday___ Friday___

School Age/After School/Summer Program:

- 2.5-12 years of age.
- Must use the bathroom independently.
- During the school year, school aged children are bused from Elementary School to the Community Center after school at 2:45 pm, Monday through Thursday. On Friday, children arrive at the center at 1:30 pm.
- Burney Head Start also provides transportation to their students from their school to the Community Center.
- First time “Drop in” school aged children are permitted to attend the same day if appropriate paperwork is filled out in full.
- “Drop in” school aged children are welcome from 11:30 am-6:00 pm.
- Because most of the afternoon is spent outside each day in any weather, appropriate clothing attire for weather is encouraged. Extra pairs of clothing are encouraged to be sent with your child due to how much we explore in the outdoors.
- Summer program schedules will be determined at the start of the program in June.

- We do not offer transportation. All field trips will be on foot.
 - **Childcare hourly rate, AS OF JUNE 1, 2023:**
 - \$3.65 per hour/per child (one hour minimum)
- **Childcare/Afterschool Tuition** is billed on the 15th of each month, for the month prior and DUE on the 1st of the next month.
- Enrollment packets with emergency contact form are due at the time of enrollment.
- A Medical Justification form must be provided each year for any child with food allergies.

Please check the childcare days you are requesting for your child:

Monday___ Tuesday___ Wednesday___ Thursday___ Friday___

Program Policies:

- At Sign in and Sign out times, a full guardian signature is required to signify that the legal liability of your child is being passed to us and then back to you.
- The “Emergency Form” within this packet **MUST BE COMPLETED IN FULL WITH A GUARDIAN SIGNATURE AT THE BOTTOM**, including alternate emergency contacts and current contact information
- In both Preschool and Childcare/After School Programs, corporal punishment will not be used. Alternate ways of guiding behavior include:
 - Loss of extra activities, such as “Ice cream Friday or Movie Friday”
 - Calm down time
 - “Behavioral contracts” between student and teachers outlining rewards and consequences of behavior
 - Positive reinforcement
- If negative behavior in a student continues, the teachers will conduct meetings with guardians to come up with a behavioral plan. Because each family has different needs, the amount of meetings and warnings will be discussed and agreed upon by both parties.
- Grounds for dismissal is made possible if both guardians and teachers agree that the child’s needs cannot be met in our program.
- Form “Consent for Emergency Medical Treatment” **MUST BE COMPLETED IN FULL**. In the “notes” section of the form, please include consent to give your child specific medication (ie: inhaler) or outline specific medical needs, if applicable.

Incidental Medical Plan:

To ensure safe and accurate administration of Medication and Incidental Medical Services, to all children in care. Valley Child Care Center will enroll children that may need services for any of the following:

- Blood-Glucose Monitoring
- Administering Inhaled Medications
- Glucagon Administration
- Gastrostomy Tube: G-Tube
- EpiPen Jr. and EpiPen
- Insulin administration
- Emergency Anti-Seizure
- Other incidental medical Services

Our Medication and Incidental Medical Services Administration Policy includes:

- Written Authorization and instructions from the child's physician and a valid prescription.
- Written Authorization from the child's authorized representative. Parents must complete the *Consent for Emergency Medical Treatment form*.
- Medication, supplies and equipment must be in the original labeled container with the child's name on it, and may not be expired.
- Facility will maintain documentation of medication and Incidental Medical Services on a log after every medication or service is administered.
- Proper safety precautions will be in place. Staff must wear gloves when dealing with blood or bodily fluids, properly wash their hands and properly dispose of instruments in an approved container.
- Facility will have designated trained staff that will be appointed by the child's physician and properly trained on the various Incidental Medical Services the center provides.

1. Care and Storage of medicines:

Incidental Medical Service supplies and medications in the facility should be stored in a secure, inaccessible, clean location and under conditions as directed by the physician or pharmacist. Medications that require refrigeration will be stored in a designated area of the refrigerator separated from food and will be inaccessible to children.

2. Administration of Routine for Medication and Incidental Medical Services:

The designated trained staff will administer Medication or Incidental Medical Services by utilizing the following requirements:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

3. **Documentation:** Any Medication or Incidental Medical Services routinely administered will be documented on a log by a staff member who administered. Authorized representatives must be informed of each occurrence when their child received medication or when Incidental medical Services are performed, via the medication log.

Payment Provisions:

- **Preschool** tuition is due on the 15th of each month for the month following, and payable on the first day of the following month.
- **Childcare/Afterschool Tuition** is billed on the 15th of each month, for the month prior and payable on the first day of the following month.
- A late fee of \$15.00 will be assessed to all accounts with remaining balances on the first of each month.
- \$20.00 fee will be processed on all returned checks.
- The Children's Program closes at 6pm. For late pick-up time, \$10.00 is charged to bills for each 5 minutes past 6pm.
- **Refunds for preschool tuition** will be issued for:
 - The student will not be attending the following month (since Preschool tuition is billed for the month approaching).
 - Either the Preschool or Childcare program is closed due to COVID-19 related matters.
 - The student must quarantine under Federal or State guidelines, due to COVID-19.
 - The student needs to emergency withdrawal.
- **No Refunds** will be issued for Child Care or After school rates because Child Care rates are not pre-billed.
- Children with outstanding balances on the first **preschool** day of the month may not attend until the bill is paid in full.
- Accounts that are more than 90 days past due may be assigned to a collection agency or other methods of collection.
- The Intermountain Community Center accepts online payment, cash, check and debit/credit card payment options. Online website for payment: myprocare.com.
(Please use the same email address that we have on file for you)

Meals:

- In our preschool program, we offer breakfast and morning snack.
- In our after school and childcare program, we offer afternoon snack. In our childcare program, we offer fee based hot lunches provided by Dignity Health Connected Living.
- Hot lunches are \$4.50 per lunch, and reduced lunches are .40.
- Families may qualify for reduced or free lunches by filling out the Meal Benefit Form (offered by the CA Dept. of Education Nutrition Services Division) in the Admission Packet.

Modification of Conditions of Service and Payment:

- Conditions of service may be modified with the approval of the Tri County Community Network's Board and Children's Program Director.
- Payment Provisions may be modified with the approval of Tri County Community Network and Children's Program Director.
- Families will receive a 30-day notice of any childcare, after school or preschool rate changes.

Reasons for Termination:

- If families are not able to comply with Intermountain Community Center's Admission Agreement, services may be terminated.
- Services will cease on the first of the month for any customer with an outstanding balance. Services will not resume until all charges have been paid in full.
- Enrollment may also be terminated if our program is unable to meet the developmental needs of a child.

Consent for Walking Field Trips:

I give permission for the staff of ICC to take my child on short walking field trips away from the center.

Signature of Parent/Guardian: _____ **Date** _____

Consent for ICC Social Media & Pictures:

I give permission to the ICC staff to take my child's video/photo/image or personally identifiable information for the "ICC Children's Program" Facebook page or "Tri County Community Network Website", burneytccn.org, for promotional services or to keep me updated on my child's daily activities.

Signature of Parent/Guardian: _____ Date _____

Parent's Rights:

Parents or Guardians have the right to visit and observe the Children's Program activities at any time during the hours and days of operation. **We welcome and encourage your visits!**

Community Care Licensing Rights:

101200 Inspection Authority of the Department

(b) The Department has the authority to interview children or staff without prior consent

(1) The licensee shall ensure that provisions are made for private interviews with any children or staff members.

(c) The Department has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business hours. Records may be removed if necessary, for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

1. The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center.

(d) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

Complaint Procedure:

Parents understand that they have the right to call or write to the Licensing Agency if fault is found in the operation of the facility or treatment of their child. Call or write:

Community Care Licensing
520 Cohasset Road, Suite 6
Chico, CA 95626
530-895-5033

I have read and understand the Intermountain Community Center's Parent Handbook and agree to the policies and procedures of this program, and to this Admission Agreement.

I understand that I am fully responsible for any charges for fees regarding my family's account.

Parent/Guardian Signature

Agency Signature: _____

Date _____

Date _____

Social Security Number of responsible party: _____

CA Driver's License # of responsible party: _____

*Preferred method of communication with childcare provider regarding payment or upcoming Intermountain Community Center events: (PLEASE CHECK ALL THAT APPLY)

Text ___ Phone call: ___ Email: ___

FB Messenger: ___ Verbal interaction: ___

Email Address (REQUIRED FOR ADMISSION): _____