

Child's Name: _____

Starting Date _____

Summer Program _____

Enrollment Policies

1) General Admission Policy:

It is the school policy to admit qualified students without regard to sex, race, religion, or creed.

2) Admission Criteria

a. Infant Program: Children from 2 months – 18 ½ months will be considered for acceptance into our preschool program.

b. Toddler Program: Children from 18 ½ months - 2 yrs will be considered for acceptance into our preschool program.

c. Preschool: Children ages 2-5 years will be considered for acceptance into our preschool program (special waiver allows up to 6 years of age).

d. Children in grade Kindergarten- Can be transported to the local elementary school:
Longfellow Los Cerritos, Dooley and Barton

e. Assessment Testing (Preschool Only): Potential students will be tested for academic ability and achievement. The school reserves the right to refuse or discontinue the enrollment of any student who is unable to adjust satisfactorily to the school program.

3) Program Details

Hours of Operation: Monday through Friday
Infants/Toddlers Program 7:00 AM – 5:30 PM
Preschool from 6:45 AM – 6:00 PM.

A **full signature** and time are **required** when signing **in/out** as stated in Title 22 for each child. Utilizing Brightwheel fulfills this requirement. There is a \$10.00 fee if you do not check your child **in/out**.

Holidays School Closes:

New Years Eve (1pm) New Years Day, Martin Luther King Jr. Day, Presidents' Day, Cesar Chavez Day, Juneteenth (day of observance), Day before Independence day (1pm), Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve (1pm) Christmas (25th & 26th) if the holiday falls on a Saturday it will be observed on Friday, if it falls on Sunday, it will be observed on the following Monday. (Some days subject to change)

Parent / Legal Guardian Information

Name

Relationship

Driver's License #

Social Security #

Signature

Date

Parent / Legal Guardian Information

Name

Relationship

Driver's License #

Social Security #

Signature

Date

OFFICE USE ONLY

Reviewed By

Date

School

iii. a communicable disease is suspected by a school staff member, a doctor's note with a diagnosis or a clearance

4) Academics & Curriculum

a. Curriculum: This accelerated academic program is designed to give each student an opportunity for optimum development – academically, socially, and emotionally.

b. Multi-Age Classroom: Depending upon enrollment, elementary grades may be combined to form a multi-grade classroom. Students will receive the appropriate curriculum for their grade level.

5) Optional Services

a. Toilet Training: An additional fee applies to students who need toilet training. Students are considered completely toilet trained once he/she has gone two full weeks accident-free.

6) Field Trip Provisions

a. Notifications: Parents will be notified of upcoming field trips and other off-campus activities at least one week beforehand. A Bixby Oaks T-shirt is required. Available for purchase.

b. Transportation Release: (I/We) give permission for our child to take part in school activities, including related activities off-campus. These activities may include walking or transportation via parent, school staff, and/or school vehicles.

7) Medical Provisions

a. Medical Release: Should a medical emergency arise; the school reserves the right to contact emergency responders if needed. Parents will be notified of any medical emergency.

b. (I/We) authorize and consent to an x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which, in best judgment of a licensed physician or dentist is deemed advisable. (I/We) agree to assume the financial expenses incurred as a result of those services being provided. (I/We) also agree to be financially responsible for emergency medical transportation.

c. Illness: An ill student will be isolated, and parents will be required to take the student from school until no longer ill. Medication may be administered to a student provided the medicine is still in the original container and the parent has signed the "Medication Log and/or Permission Form." Child must be fever free for 24hrs before returning.

- i. If the doctor diagnoses your child with a communicable disease, please notify the school immediately and provide a written doctor's diagnosis.
- ii. Communicable diseases include, but are not limited to, chicken pox, Coxsackievirus (hand, foot, & mouth disease), croup, Pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, mumps, measles, meningitis, strep- throat, lice, ringworm, and scabies, COVID/Flu like symptoms.

that the disease is not contagious must be presented upon your child's return to school.

8) Media Release:

For good and valuable consideration, (I/We) hereby release Bixby Oaks Children Center and assign permission to use all images, sound recordings and written materials in any media for promotional purposes. (I/We) agree that Bixby Oaks Children Center has all rights to all media for perpetuity. Photographs, statements, artistic and literary creations, and recordings are commonly used in, but are not limited to, school newsletters, brochures, yearbooks, website content and other related media outlets.

9) Food Service Provisions

a. Snacks/Lunch: All snacks & lunches will be provided by the Parent/Guardian.

In the event of an emergency, natural or otherwise, where a Parent/Guardian/Emergency contact are unable to pick up the child/students, the child/students emergency kit will be utilized. If these are exhausted, Bixby Oaks Children Center has a small pantry, and will provide for the students, until those authorized are able to pick up. If no one is able to pick up the child/student, the authorities will be notified for further directions.

b. Peanut-Free Facility: Our facility implements a peanut-free policy to accommodate children with peanut allergies and help protect them from anaphylaxis. All foods received from parents should be free of any peanut products. We also ask that no peanut products be brought into school. If any food item is brought to school for snacks, lunch, and/or special events that "contain or may contain peanut" products, the student(s) will not be allowed to consume it on campus.

10) Child Safety

a. Release of Children: Unless restricted by a court order, children may be released to either parent who provides proper identification. A copy of the court order must be on file at school.

b. Authorized Pick-Ups: Students will only be released to the individuals listed as emergency contacts and authorized pick-ups on the "Student Information & Emergency Card" unless otherwise requested by the parent/legal guardian.

c. DSS Rights: According to Title 22, the Department of Social Services has the right to interview your child at any time without permission from the parent or guardian. The school extends the same policy to law enforcement with proper identification.

11) Liability / Personal Belongings:

Personal items should be clearly marked with the student's name. Students wishing to bring a toy to school should be age appropriate, must follow classroom policies for "Share Day." (I/We) understand that the school is not responsible for damages or loss of personal belongings.

12) Behavior & Conduct Policy

a. It is expected that every child and family member will demonstrate respectful behavior while at school or while attending school functions. Behavior that is hurtful, injurious, or disrupts the learning of other students will result in consequences for the student(s). Parents will be informed of unacceptable behavior and possible solutions will be discussed. If requested by the school personnel, parent agrees to pick up their child from school when in-school disciplinary measures are deemed ineffective.

b. Willful damage to school property or acts of vandalism of any kind will be the financial responsibility of the parent or guardian.

c. If a student's and/or family member's need(s) cannot be adequately met or if the student's/family member's behavior continues to disrupt the school's educational environment, the student's enrollment may need to be discontinued immediately.

13) Parent Volunteers:

a. As of September 1, 2016, the California Child Day Care Act, SB 792 (Mendoza), prohibits a person from being employed or volunteering at a childcare facility if he or she has not been immunized against influenza*, pertussis, and measles. SB 792 specify circumstances under which a person would be exempt from the immunization requirement, based on medical safety, current immunity, or declining the influenza vaccination.

b. "Volunteer" means any nonemployee who provides care and supervision to children in care, such as, but not limited to the following: Chaperoning on school field trips, Assisting in the classroom, and Volunteering for school events.

c. If you intend on volunteering for our school, please provide records of immunization or evidence of immunity against influenza*, pertussis, and measles from a licensed physician.

d. The influenza vaccine may be declined. If you choose to decline the influenza vaccine, you must sign the "Declination of Influenza Vaccination" form issued by Bixby Oaks Children Center.

14) Financial Agreement /Tuition:

a. Due Date: Tuition is due and payable in advance on the first Monday/School Day of each week or according to specific discount payment plans. Discount plans require payment in full, including any outstanding balance, and may be discontinued if payment is not made by the required due date. A student's

enrollment/attendance will be denied on the following Monday if payment has not been received for the prior week. Exceptions may be made if a child is ill or on vacation. If payment is received after the due date, a \$10.00 late fee will be attached to your account. We retain the right to withhold any and/or all services until all past due payments are received.

b. Registration Fees: Initial registration \$100.00, covering the academic school year is due and payable prior to admittance each school year. Thereafter the annual re-registration fee will be \$50.00 provided your child continues through the school year. Fees are nonrefundable.

c. Late Pick-Up Fee: A late pick-up fee of \$2.00 per minute will be charged to your account, after a 5-minute grace/courtesy period for any student remaining after the stated closing time. Excessive infractions may be cause for increased fee or termination of enrollment. Social services may be contacted and student(s) sent to the local police station if remaining more than one hour after closing.

d. Absence Policy: Families are responsible for full tuition during times of absence or vacation, regardless of reason (since tuition pays for the space of your child, whether he/she is here or not) Holidays and scheduled school closures are not exempt from regularly scheduled tuition.

e. Payment Methods: The school accepts cash, checks, and money order. Payment can be made through Brightwheel, which allows for ACH and Credit/Debit cards (There may be processing fees associated with either method of payment).

f. Returned Checks: There is a \$35.00 service fee for checks returned unpaid. Instances of returned checks will result in the loss of payment by check privileges.

g. Refund Conditions: Eligible refunds will be given within a 14-day period.

15) *Discount 10% given for the following:

Working in the Medical Field, Educators, Police Enforcement, Fire Fighter, Military, Siblings. **(Proof required to receive discount, ID, badge, etc.,)*

Siblings discount – is when multiple students are enrolled full-time from the same family, discount will be applied to the oldest child, tuition) One Discount per family.)

16) Modification Conditions:

The school reserves the right to modify any policy or fee by providing a 30-calendar-day notice to the individual(s) signing this contract.

17) Contractual Agreement:

(I/We) certify that (I/We) have read this Enrollment Contract and understand and agree to its provisions. (I/We) agree to pay the registration fee and assigned tuition in advance as described herein and will agree to binding arbitration in the event of any claim against the school. (I/We) understand that failure to comply could result in termination of services and/or legal action.

Note: We accept cash/check/money-order or payment can be made through Brightwheel. (Brightwheel charges a minimal fee for this method). Payment is due on Monday of each week. Please be advised that all payments received after Monday closing will be

considered late, and a fee of **\$10.00** will be charged. Tuition must be paid regardless of your child's absence (since tuition pays for the space of your child, whether he/she is here or not, this would include sickness, holidays, etc.). **Requested unscheduled day is \$60.00.** Families utilizing subsidized agencies are responsible for electronically signing the attendance sheet. If the attendance sheet is not signed a **\$35.00** out of pocket fee will be required, the following business day of attendance for your child. Please note that the subsidized agency will not cover this cost.

	Infant Programs 2mo-18mo		Toddler Program 18mo-2 ½	
Programs	Cost	Hours	Cost	Hours
5-Full Days	\$310.00 per wk.	7:00a-5:30pm	\$290.00	7:00a-5:30pm
4-Full Days	\$290.00 per wk.		\$270.00	
3 Full Days	\$270.00 per wk.		\$250.00	
2 Full Days	\$250.00 per wk.		\$230.00	
1 Full Days	\$200.00 per wk.		\$180.00	
Unscheduled Days \$60.00 Flat Rate (if your child is already enrolled)				

Preschool Program (6:45am-6:00pm)		Facility Lic. 198018409 & 198018410	
Program	Cost/Potty Trained	Kindergarten / Transitional	
5-Full Days	\$235.00 per wk.	Kindergarten / Transitional	\$235.00
4-Full Days	\$225.00 per wk.		
3-Full Days	\$215.00 per wk.		
2-Full Days	\$205.00 per wk.		
1-Full Days	\$190.00 per wk.		
Unscheduled Day	\$60.00 Flat Rate (If child is enrolled)		
<u>If not, potty-trained an additional \$30.00 per week will be added to your weekly payment</u>			

Forms required to be completed by the Parent/Guardian

1. Enrollment Application
2. Release of Liability
3. Child's Rights
4. Personal Rights (LIC613A)
5. Parent's Rights (LIC995)
6. Child's Preadmission Health (LIC702)
7. Identification and Emergency Information (LIC700)
8. Consent for Emergency Medical Treatment (LIC627)
9. Medication Policy
10. Infant Individual Sleeping Plan (LIC9227)
11. Infant Toddler Needs & Services
12. Asthma Action Plan / Personal Beliefs Exemption (CDPH8262)
13. Caregiver Background Check Process
14. Items to Bring
15. Physician's Report (LIC701) – **Due within one month of enrollment**
16. Bring a Copy of your child's Immunization Card / email
17. Provide Photo ID of Parent/Guardian

Physician report needs to be completed by the Child's Physician and return or by email: bixbyoaksc@gmail.com