

Super Kidz Club

Rates and Payment Policies:

The payment fee shall be \$_____per day or \$_____per week.

Care shall be provided normally from ____a.m. to ____ p.m. on these days

(Circle all that apply) Monday Tuesday Wednesday Thursday Friday

Additional Fees

A **\$50** late fee will be applied to any payments not made by the agreed open dates, (i.e. every Friday, first and third Friday, weekly, bi-weekly, etc.)

Payment will be made on: _____ and _____

Also we require you provide one snack and supplies per month to feed the number of children in the program your child is enrolled in. Usually that number is 24 however we may ask you to provide enough for more when necessary. The supply list will be put out the week before it's due to let you know what supplies are needed. If you do not provide snack and/or supplies you will be charged \$10 extra for that month. This will be required to separately from your tuition.

Bedding

It is a licensing requirement that each child has their own sheet for nap-time, it is also an SKC policy that each child has their own blanket. (a child sized sleeping bag is ok, we prefer no pillows but will allow them if necessary) Beginning Feb 21, 2012 there will be a \$5 charge for each day your child is missing his/her bedding. This fee will be due by Friday of that week. Depending on the season all bedding will be sent home weekly or bi-weekly.

TO BE ENROLLED IN:

My child will be attending:

1. Infant Program_____
2. Preschool Program_____
3. School-Age Program_____
4. Combination Preschool/School-Age_____

(This option only applies to Kindergarten children)

KINDERGARTEN CHILDREN:

For purposes of continuity of care, Kindergarten children may be placed in the Preschool Program, the School-Age Program or a combination of both programs. Parents whose children are placed in the Preschool/School-Age combo group need to initial here_____.

Late Fees, Over-time Rates and Refunds:

- For the purpose of this agreement, tuition is late as of 6 p.m. Monday evening. A fee of \$50 will be applied to your account and will need to be included with the payment.
- For the purpose of this agreement, over-time will commence at 6:01 p.m. with a charge of \$20.00. For every minute after there will be an additional \$2 charge. Payment is due at the time of pick-up. A one-time courtesy may be given in the case of an emergency.
- Refunds will not be given.
- There will be at least 30 days' advanced notice given prior to any changes.

Rates Regarding Holiday's, Vacation and Other Absences.

- The following are paid Holiday's when the Holiday falls on a day of regular scheduled care: New Year's Day, President's Day, Martin Luther King Jr., Veteran's Day, Memorial Day, Fourth of July, Fourth of July, Labor Day (we are usually closed the Thur. and Fri. before Labor Day, these days will be billed at half your daily rate), Thanksgiving Day and the day after, Christmas Day. Your full daily rate will be charged for these days.
- We allow 15 days a year for sick/vacation days. These days do not have to be used in the event of an absence, you may pay full rate on days your child is ill and use the vacation days for a summer vacation, etc. if you chose. A year for Super Kidz Club is September to September. These days will be billed at half of your daily tuition rate. Otherwise you are responsible for your full week's tuition whether you attend or not. If you chose to leave and return you will have be required to pay a new registration fee at ½ of what you originally paid for registration.

Other Charges

- Registration for the school year is \$75 for one child, \$100 for the family.
- Registration for the summer is as follows:

Infant Program \$100

Pre-School Program \$175

School-Age Program \$275

This fee will cover the cost of field trips and shows.

SUPER KIDZ CLUB

Development and Routine

We want to provide your child with the best possible care. Please help us get to know your child by filling out this questionnaire. Thank you!

Child's Name _____ Date of Birth _____
Facility _____ Room _____

Daily Routines

SLEEPING

Please describe your child's usual bedtime routine (including what time and where he/she usually sleeps, _____

How do you know that your child is sleepy or tired? _____

Does your child have difficulty falling asleep? _____ If yes, what is helpful? _____

How many hours of uninterrupted sleep does your child get each night? _____

How many times per day does your child sleep? _____ How many hours on average? _____

Does your child sleep with a special blanket, pacifier, stuffed animal or song? _____

Do you have any concerns about your child's sleep habits? _____ If yes, please explain _____

EATING

Does your child generally enjoy eating? _____ Do you consider your child a good eater? _____

What are some of your child's favorite foods? _____

Is your child on any special diet? _____

If your child has any food allergies, please list here: _____

*If your child has any food allergies please ensure a Feeding and Nutrition Care Plan is established and on file.

Are there any other foods you not want us to offer your child? _____

Are there any foods from your home/culture you would like us to offer your child? _____

Do you breast feed your child? Yes NO If yes how often? _____

What does your child eat with? hands fork spoon Does your child eat independently? Yes No

What does your child use to drink? bottle (type of nipple) tippy cup regular cup

Do you have any concerns about your child's eating habits? _____ If yes, please explain _____

TOILETING

Does your child wear diapers? _____ If yes, what kind? Disposable Cloth Pull ups for naps? _____

If no, does your child use the toilet regularly? _____ Please explain _____

Families use a variety of words to describe bathroom activities. Please indicate the words your family uses for:

Urine _____ Bowel movement _____ Genital area _____

Do you have any questions or concerns about your child's toileting habits? _____ If yes, please explain _____

Play

Does your child have a favorite toy, object or song? _____

Does your child enjoy playing with others? _____ Does your child enjoy playing alone? _____

What activities does your child enjoy? _____

Super Kidz Club

Provider-Parent/Guardian Child Care Agreement for the Provision of Child Care

The following agreement is made between:

I, _____
Mother/Legal Guardian Home Phone Mobile Phone

Home Address

Employer's Name and Address Work Phone

AND/OR

I, _____
Father/Legal Guardian Home Phone Mobile Number

Home Address

Employer's Name and Address Work Phone

AND

Child Care Provider

Address

For the care of:

Child's Name Date of birth

Super Kidz Club

Termination

This contract may be terminated at any time by either: parent, parents or legal guardians by giving two weeks advanced notice of the ending date. Complete payment through the time the child will be with us is due on the date of this notification. The provider may terminate the contract at any time without giving any notice.

Reasons for termination include non-payment for services, and behavior problems that can- not be resolved. Abuse of any kind on staff will result in termination. For non-payment a \$50 fee is added the first day the payment is not received on the agreed upon date. If the balance is not cleared by the end of the week services will be terminated.

Signatures

By signing this contract, parents(s)/guardian(s) agree to follow the content of the written document. Two weeks' notice is required for any changes. Social Security numbers will be used for billing purposes only.

Provider Signature

Date

Mother/Guardian's Signature

Date

SSI#

Father/Guardian's Signature

Date

SSI#

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BIRTHDATE	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____

Vision: _____ Insect stings: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Dental: _____

Other (Include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [CELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
(REQUIRED FOR CHILD CARE ONLY)					
HIB MENINGITIS (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
- Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
___ Communicable TB disease not present.

I have have not reviewed the above information with the parent/guardian.

Physician: _____

Address: _____

Telephone: _____

Date of Physical Exam: _____

Date This Form Completed: _____

Signature _____

Physician Physician's Assistant Nurse Practitioner

RISK FACTORS FOR TB IN CHILDREN:

- * Have a family member or contacts with a history of confirmed or suspected TB.
- * Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
- * Live in out-of-home placements.
- * Have, or are suspected to have, HIV infection.
- * Live with an adult with HIV seropositivity.
- * Live with an adult who has been incarcerated in the last five years.
- * Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
- * Have abnormalities on chest X-ray suggestive of TB.
- * Have clinical evidence of TB.

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

ACKNOWLEDGEMENT OF RECEIPT OF LICENSING REPORTS

I, as the parent/legal guardian of _____, currently attending or newly enrolled at _____ child care center/family child care home acknowledge I have received the following information as required by Health and Safety Code sections 1596.8595 and 1596.8895.

- Copy of any licensing report that documents a Type A deficiency cited at this facility; Type A deficiencies are those that, if not corrected, represent an immediate risk to the health, safety or personal rights of children in care. This includes facility visits and substantiated complaint investigations.

Date(s) of licensing report(s) provided: _____

- Copy of licensing documents pertaining to a conference conducted by a local licensing agency management representative and the licensee of this child care center/family child care home in which issues of noncompliance are discussed.

Date of document provided: _____

- Copy of the Accusation Summary indicating the Department's intent to revoke the license of this child care center/family child care home, until that accusation is either dismissed or resolved through the administrative hearing process or stipulated agreement.

Date of document provided: _____

- As a parent/legal guardian of a newly enrolled child in this child care center/family child care home, I have been provided the documents identified above received by the licensee during the 12-month period prior to my child's enrollment.

My signature below verifies I have received the documents identified above.

PARENT/LEGAL GUARDIAN SIGNATURE:

DATE DOCUMENTS RECEIVED:

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Children's Residential Facilities

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO PROVIDE ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER WHATEVER
NAME

CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED

ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

_____ DATE

_____ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing

Licensing Office Address: 1515 Clay St. Suite 110-2, Oakland, CA

Licensing Office Telephone #: 510-622-2602

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov