



# Peralta Community College District

## Children's Centers Campus: Laney Merritt Admission Agreement

I understand that the Children's Centers are funded by the California Department of Education, Child Development Division (CDD) and through the payment of child care fees. I further understand that my child's regular attendance is important. The Children's Center provide developmentally appropriate activities, nutrition services, and child care as outlined in the Peralta Community College District (PCCD) Family Handbook. The Children's Center follow the guidelines mandated by the CDD, Community Care Licensing and California Adult Child Food Program (CACFP).

I hereby agree to comply with the rules and regulations of the PCCD Children's Center Program regarding fees, attendance, health, parent education, child's behavior, contracted hours, extra clothing, and other items in the PCCD Children's Center Family Handbook. I understand, accept and will follow all and verbal policies of the PCQD Children Center Program.

Upon enrollment, I understand that if I am receiving child care services on the CDD contract with or without a monthly fee, using an Alternative Payment Program or a full fee paying family, I am responsible for adhering to the following policies:

- All payments are due on a monthly basis as outlined in the Notice of Action, and are due by 5<sup>th</sup> of the month. A letter with monthly dues for the program year will be given to you within a week of enrollment.
  - If payment is received after the 5<sup>th</sup> of the month a \$25 late fee will be assessed for full fee families.
  - If payment has not been received in full by 7<sup>th</sup> of the month for subsidy families a Notice of Action shall be issued for termination of services stating that services shall be terminated two (2) weeks from the date of the Notice unless delinquent fees are paid before the end of the two (2) week period.
  - If payments is received after 7<sup>th</sup> of the month more than once in a program year, your child care services will be terminated.
- Refunds for days of non-services are issued only when you provide your intent to leave the program in writing, two weeks prior to your last day. If you do not provide your intent to leave in writing, your refund will be denied and you will be responsible for the fees for the month (for full fee families only).

**Reasons for termination from PCCD Children's Center Program (for all families):**

- Delinquent fees
- Not providing required documentation and paperwork to the Center for enrollment/ recertification
- Inappropriate adult behavior (See Staffs Rights).
- Inappropriate child behavior (See Children's Personal Rights and Staff Rights)
- Domestic problems which interfere with the Center's operation
- Inability to locate the parent while the child is in care.

**Additional reasons for termination from the PCCD Children's Center Program (for CDD subsidy contract families):**

- Five (5) consecutive days absent without notification
- Using more than ten (10) Best Interest Days (BID)
- Family no longer qualifies according to CDD regulation
- Irregular attendance
- Irregular arrival and/or departure patterns
- Frequent lateness, not adhering to contract hours.

I further understand that the State of California Department of Social Services-Community Care Licensing has the following authority (Child Protective Services-CPS has the same authority):

1. To interview children or staff and to inspect child or facility records without prior consent.
2. To observe the physical condition of child or children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date