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# Academia de Mi Abuela Student Enrollment Agreement

(Revised March 1, 2023)

**Student’s Full Name:** \_\_\_\_\_

**Today’s Date:** \_\_\_\_\_

**Student’s Date of Birth:** \_\_\_\_\_

**Student’s Start Date:** \_\_\_\_\_

This is a binding agreement between Academia de Mi Abuela (AMA), also referred to as *the provider*, and (parent/guardian 1) \_\_\_\_\_ and (parent/guardian 2) \_\_\_\_\_ for the care of:

\_\_\_\_\_. By signing this contract, the parent(s)/guardian(s) agree to commit a **full school year** of child attendance, *including the final school quarter (summer program curriculum)*, and beginning with the first day of permanent child care on \_\_\_\_\_ to \_\_\_\_\_.

This agreement will be automatically renewed each year by submitting the annual infrastructure fee by **March 1<sup>st</sup> of each year [\$475/P-T (2-3 days student attendance ) or \$575/F-T (4-5 days student attendance)] to secure your student’s childcare slot for the following school year. This fee will help to pay for facility plant cleaning, repairs, maintenance, safety equipment and renovations.**

**Parent/Guardian Initial:** \_\_\_\_\_

AMA’s code of ethical conduct, transparency and partnership will be honored by both parties at all times. Any Issue will be immediately addressed to the Director directly to discuss possible solutions collaboratively and ethically. AMA holds the right to refuse childcare services to any party at any given time (*See parent handbook for more information*). *No exceptions.*

**Parent/Guardian Initial:** \_\_\_\_\_

## Childcare Schedule:

<b>Schedule of Care:</b> <small>(insert childcare hours)</small>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Beginning Time	AM	AM	AM	AM	AM
Ending Time	PM	PM	PM	PM	PM

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*\* All day is from 8 am to 4pm unless prior agreement on drop-off and pick-up time has been approved by AMA during the enrollment meeting and affirmed within the student enrollment agreement. AMA is fully insured and due to child care regulation (insurance liability policy), we ask that families not arrive at school before 8:00am and pick-up after 4:00pm, Monday-Friday.*

## **Enrollment and Tuition:**

Enrollment (Infrastructure) and tuition rates are available on the AMA website.

<https://amachildcarecenter.com/>. The annual enrollment fee and 1<sup>st</sup> month tuition is due at time of signing the enrollment contract. This is a non-refundable and annual fee due by March 1 of each calendar year for each student enrolled.

**Tuition is due on the 25<sup>th</sup> of every month via BA** Your full monthly tuition fee will be calculated by adding all fees for one week together and multiplying the weekly total by four. In short, the monthly tuition fee will remain the same throughout the year-round school year, which is the sum of **four weeks (20 days) of child care services per month**, and regardless of total weeks in the month. Tuition for part-time students will vary according to schedule.

Drop-in child care fees are due the day of rendered child care services. The initial penalty fee for any late tuition payment is \$50.00 and \$25.00 for every tardy day thereafter. An early contract termination fee of \$175.00 will apply. Penalty fees are due at the time of your monthly child care tuition payment (25th of the month). Payment will be processed via Brightwheel; any ACH or Credit Card, or other alternative method of payment processing fee for each payment transaction will be covered by parent(s)/guardian(s).

### **AMA does not provide prorated or refunded tuition**

Child care schedules, swaps, changes or trades are NOT allowed under any circumstance. AMA does not provide prorated tuition refunds. An early contract termination fee of \$175.00 will apply. AMA may increase tuition rates (including full-time, part-time, drop-in, extended care) and will provide at least a 30 day written BW notice prior to implementing any rate changes.

Parent/Guardian Initial: \_\_\_\_\_

## **Student Pick-Up & Drop-Off Policy:**

All day is from 8 am to 4pm unless prior agreement on drop-off and pick-up time has been approved by AMA during the enrollment meeting and affirmed within the student enrollment agreement. AMA is fully insured and due to child care regulation (insurance liability policy), we ask that families not arrive at school before the agreed schedule of care. Please drop off your child by no later than 9:00 am.

Please sign-in, record your child's temperature, and answer all health questions through the Brightwheel app. You may arrange for someone to pick up your child on your behalf. They must have their own individual Brightwheel account and access code. Any changes in authorized adults for pick up purposes must be added to the emergency form and include a photo ID of the adult. Children will not be released to anyone not on the list.

The fee of \$2 per minute will be added to the monthly tuition payment. Parents are responsible for notifying AMA through Brightwheel or calling (510)409-9771. If you feel that you might be chronically late, please talk with the Program Director, who may offer other suggestions such as carpooling with other parents.

Due to limited parking, there might be delays in picking up your child. Pick-up will be considered tardy if the parent arrives after closing time at 4:00pm (or contrasted schedule), Monday through Friday.

**Parent/Guardian Initial: \_\_\_\_\_**

**Financial Aid Assistance, Low-Income and Subsidized families:**

**Subsidized and Low income family tuition payment and bartering agreement applies to full-time and part-time child care schedules for a one-year commitment.** Parent(s)/guardian(s) are responsible for all child care associated fees, the monthly submission of subsidy agency timesheets , AND all enrollment paperwork with the agency. If subsidized payment is not received by mid-month (one month behind), parents are responsible for the full tuition payment, and must pay the difference in monthly rate if the subsidized agency does NOT pay for the entire monthly tuition fee. Tuition is due by the 25<sup>th</sup> of each month via cash payment in the school drop-box.

- Scholarship, bartering arrangement, subsidized tuition rate and/or sibling discount may not be substituted, combined, bartered or traded in any way. (cash payment only, due by the 25<sup>th</sup>/month)
- Absent bartering project completing is subject to the family paying a \$75.00 late charge fee.
- Subsidized parents must pay out of pocket to make up for the difference in subsidized mo. Rate during holidays and breaks, and personal time off, COVID-19-impacted circumstances (no funding).
- Financial Aid assistance may be available for low-income families on a first come and first serve basis and depending on the urgency of need for the family.
- You must submit 3 current work pay stubs to determine the rate of scholarship.
- **NO ONE IS TURNED DOWN FOR FINANCIAL HARDSHIP.**

**Parent/Guardian Initial: \_\_\_\_\_**

Check here if you are a low-income family and would like to be considered for financial aid help. Do attach a copy of your recent income tax return and 3 current work pay-stubs (if applicable).

<b>Annual Infrastructure Fee (due March 1st per year)</b>	
<b>Monthly Child Care Tuition Rate (due by the 25th/month)</b>	
<b>Monthly Barter Agreement Projects (per financial aid families)</b>	
<b>Extended Child Care Rate (due by the 25th/month)</b>	

<b>Total Tuition Fees (all fees + forms due by the enrollment meeting)</b>	
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Parent/Guardian Initial: \_\_\_\_\_

**School Holidays and Closure Days:**

AMA will close during teacher professional development workdays and holidays. School breaks and holidays and other events/activities dates are subject to change. Holidays, Fall, Summer, Spring and Winter Breaks, along with Teacher Workdays, will be announced in the School Year Calendar and also available on the AMA website. Parents are responsible for making an automated and complete payment on BW by the 25th/month regardless of school closures and personal parent time off included.

Parent/Guardian Initial: \_\_\_\_\_

**Parent Handbook: 2023-2024 coming soon!**

The parent handbook is available on the AMA website. This handbook contains important and useful information regarding school policies and procedures as it pertains to specific classrooms and their students. Please take the time to review school policies and procedures with your child as a precautionary measure before their commencement date.

Parent/Guardian Initial: \_\_\_\_\_

**Supplies for Enrollment:**

Parent(s)/guardian(s) must supply AMA with the following:

- 2 healthy and robust snacks, cold lunch
- Eating utensils and reusable water bottle
- Napping mat and linens
- Highchair (floor level, if applicable)
- Diapers/pull-ups (lots of undies if potty training)
- ⇒SPF, diaper cream, body lotion, vaseline, and wipes (permission granted to apply parent supplied items: **parent #1 initials X \_\_\_\_\_, parent #2 initials X \_\_\_\_\_**)
- pain/fever reducers, inhalers, Orajel, eye drops, vitamins if necessary (LIC 9221 and IMS signed required)
- Hamper bag for storage of soiled clothes/linens (if necessary)
- 24-hour emergency kit (see handbook for further details)
- Specialized diet foods and beverages (if applicable)
- Enrollment checklist and ALL enrollment documents

All items will be placed inside a child sized (small) backpack, which will be fully labeled with your child's first and last name. Do restock and clean out your child's backpack. Your child will wear comfortable clothing and closed-toe shoes for daily indoor and outdoor activities.

*24-hour emergency kit* - Please bring a small backpack (labeled with child's full name) with the following:

- One 12 or 16 ounce bottle of water
- Two cereal or fruit bars
- Two applesauce/fruit cup or tuna can (easy open top)
- One warm jacket
- One set of warm & comfortable clothing
- Three diapers/pull-ups and wipes (if applicable)
- Medicine: inhaler, epi pen, etc. (if applicable, original package required and IMS completed by doctor mandatory for all seasonal and food allergies, and other medical conditions..)

Your child's emergency kit must have enough food, water, and clothing for a 24-hour period. The kit will be updated every year. Emergency forms along with immunization history must also be updated as needed.

Physician prescribed and over the counter ready medicines will NOT be administered unless **AMA's Medicine Administration Form and Incidental Medical Services Plan** is signed and properly updated (as needed) by parent(s)/guardian(s). Asthmatic and Epi-pen will only be administered with written physician and parent/guardian consent. Otherwise, parents must administer medicine before drop off and during pick up. Only one dose will be administered by staff, if absolutely necessary and approved by school management. AMA does not supply over the counter and emergency medicines, wipes, diapers/pull ups, bedding, SPF, Vaseline, lotion, etc. Parents must supply the child's personal belongings ready for safe learning.

**Parent/Guardian Initial:** \_\_\_\_\_

### **Permission for Activities**

*Dramatic Play* – AMA values the experience of theatrical play as a gateway to stimulating the imagination, which further allows children to recognize and practice social roles, and more importantly to develop emotional skills when role playing. My child, \_\_\_\_\_, may participate in various dramatic play activities provided to all children throughout the school year.

**Parent/Guardian Initial:** \_\_\_\_\_

*Handling Live Animals* – AMA will have live animals as school pets for the curriculum enrichment of the children on special occasions. My child, \_\_\_\_\_, may participate in the handling of all live animals.

**Parent/Guardian Initial:** \_\_\_\_\_

Multimedia – My child, \_\_\_\_\_, may participate in multimedia presentations by the teacher.

**Parent/Guardian Initial:** \_\_\_\_\_

Photograph – I grant permission to photograph/videotape my child \_\_\_\_\_, for the following:

<i>(please check yes or no)</i>	Yes	No
AMA Photographs for bulletin board, scrapbook or other similar uses		
AMA IG/FB featured student group Photographs		
AMA IG/FB featured student group Video		
AMA Promotional flyers, binders, posters, postcards, etc....		

**Parent/Guardian Initial:** \_\_\_\_\_

School Events, Park Play and Nature Walks – My child, \_\_\_\_\_, may participate in birthday party celebrations and other school events in which sweets may be served and consumed. My child may also participate in nature walks around the school neighborhood as well as other school functions such as concerts, potlucks, park play, field trips.

**Parent/Guardian Initial:** \_\_\_\_\_

Transportation Permission – I authorize AMA and their volunteers to transport my child, \_\_\_\_\_ on vehicle or on foot. This travel will occur on an as needed basis.

- All transportation will be conducted in accordance with state transportation laws and requirements
- All vehicles will be appropriately licensed and insured
- Your child will be transported in an approved child safety seat and wear a seat belt as provided by parents and state law required.

**Parent/Guardian Initial:** \_\_\_\_\_

Water Play – My child, \_\_\_\_\_, may participate in water. AMA provides water safety instructions to students if needed.

**Parent/Guardian Initial:** \_\_\_\_\_

*If your child MAY NOT participate in any of the activities listed above, please indicate here:*

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## **Community Care Licensing Division Provisions:**

The ***Needs and Services Plan*** will be offered to each infant and toddler family (currently not available care) as described below:

- Individual Feeding Plan (if applicable)
- Individual Toilet Training Plan (if applicable)
- Subsequent Personal Parents/Guardians Interview (to review the above Needs & Services Plan):
  - If applicable, parent(s)/guardian(s) must sign and complete the Needs & Services Plan.
  - Any updates will be completed by the AMA Director, Assistant Director or Teacher with the assistance of the child’s parent(s)/guardian(s) and signed by the parent(s)/guardian(s).

Parent(s)/guardian(s) agree to having received, read, and fully comprehend the context of the student enrollment forms required by the Community Care Licensing (CCL) and provide AMA administration at the time of student enrollment. These forms provide detailed information about parent and children’s rights, California child care services policies and procedures and other guidance.

- The Department and AMA has the authority to interview children or staff without prior consent.
- The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirement in Sections 101217(c) and 101221(d).
- The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.
- The licensee shall ensure that provisions are made for private interviews with any children or staff members.
- The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center.

**Parent/Guardian Initial:** \_\_\_\_\_

## **School Community Safety Agreement (Contagious Illness and Other Condition Policy):**

PER CDC/ACHPD/CCL COVID-19 SAFETY GUIDELINES, If a child becomes in contact with a potentially COVID-19 sick person or tested positive self, or other contagious illness or condition (I.e. head lice , fleas, pink eye, mono, etc..) they must stay at home and follow CDC and ACHPD guidelines for COVID-19 AND inform AMA immediately to inform impacted families. **Tuition refunds will not be available to absent families impacted by COVID-19 and/or illness. In the event of school closure due to covid-19**

**impact, families will have access to remote learning materials (curbside pickup) and circle/art/P.E. instruction via zoom call, if interested.**

- Negative COVID-19 test results must be provided prior to the first day of care. (5-7 days within starting date of care)
- Complete the health survey before dropping your child at school and refrain from entering the premises. It is a mandatory requirement by CCL to wear a mask, practice social distance and check temperature upon arrival.
  - Wear masks and practice social distancing as well as frequent hand washing. → We ask that in such cases you communicate your status to Academia de Mi Abuela via BrightWheel app as soon as possible, so we can report your case to the health/CCL agencies as required.
- **If exposed to COVID-19, family members will need to self-quarantine and inform the school immediately.** Families will follow the most updated health and safety protocols established by CDC and ACPHD (see CDC online calculator)
  - If you present any symptoms on the BW health checklist please go get tested and quarantine. Consult with ACPHD for the latest illness safety tips.
  - **Return to school asymptomatic and non-contagious for at least 24-48 hours from start of symptoms and seek doctor's medical advice.** → Email doctor's note to ATT: admin team  
[amachildcarecenter@gmail.com](mailto:amachildcarecenter@gmail.com)

### **AMA Student Illness and Travel Policy (visit CDC's website for the latest travel guidelines)**

#### **What parents should know:**

- All communications will be done via BrightWheel, the AMA communication platform app. ● Parents are required to inform the school about any severe and mild illness, diagnosis, and special attention the students must receive to ensure optimum care. (AMA will inform the parents of its availability to accommodate each child in accordance to CCL)
- Students with fever will not be accepted in AMA. They are welcome to return symptoms-free after 48 hours of last fever. Consult ACPHD for the latest illness safety tips.
- Students with illness symptoms must stay home and away from a possible viral spread. If your child is feeling uncomfortable (ex: rash, excessive mucus/saliva, sneezing, complaining of headache, stomach ache, etc...), then it's best to keep the child home.
- All mildly sick students are welcome to rejoin AMA once the child complies with all of the following:

#### **→ Welcome to attend school:**

1-the child is currently symptoms-free and has been under no medication for the last 24hrs. 2-the child has remained symptom-free for at least 24-48 hours

3-the child has physical clearance from the doctor. (email to [amachildcarecenter@gmail.com](mailto:amachildcarecenter@gmail.com) → **Not welcome to attend school:**

1-the child is not symptoms-free, even though the child might have doctor clearance. 2-the child has remained less than 24-48 symptom-free. 3- Consult with ACPHD for the latest illness safety tips regarding contagious illness, fleas and lice.

**\*AMA operates in accordance with CDC/CCL mandated COVID-19 health & safety regulation. For the latest infectious diseases and other health risk protocol updates, do check reference links below, as needed:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>



Parent/Guardian Initial: \_\_\_\_\_

**NEW Business Hours of Operation:** AMA is open all year-round offering toddler/preschool/TK/School Age education/childcare services Monday to Friday, 8:00AM-5:00PM or other scheduled availability. Extended care may be available for an added monthly fee, if space is available (7:30AM-5:30PM M-F). For further availability and cost details, contact the AMA Director and visit the school website. Tuition refund/prorated rate is not available for COVID-19/illness related student school absence, travel, vacationing and other PTO. Remote learning materials and virtual learning will be provided in the event of a school/POD closure due to COVID-19 impact. Communication related to possible mild child illness and/or COVID-19 case will be provided to families immediately per BW messaging (#1 platform of communication between school and family), in which case families will follow AMA's Pandemic Protocol Plan as mandated by CCL/CDC/ACPHD child health and safety agencies.

**Sick Students and Staff Protocol:** Sick students and staff will be quarantined and sent home immediately with a mask worn at all times. Adult bathrooms will be designated for any sick child/staff and disinfected immediately after each use. Wash stations will be available in the central classroom for urgent hand washing as well as outdoors. Sick (including mildly ill) staff/child will be placed in the sick designated area (lobby) room, use the staff bathroom until pick-up, and sent home as presumed COVID-19 sick. All areas will be disinfected by staff. Returning students must be illness/symptom-free for at least 1-2 consecutive days with a doctor's note in hand. If a child or staff member becomes in contact with a potentially COVID-19 sick person, the child/staff person must stay home for added precaution. AMA will notify CCL/CDC. She/He cannot return to school without a doctor's note and a negative test result (see CDC/CCL exposure protocol) for added measure if not fully vaccinated. Staff conduct a self-health check upon clocking in daily. Sick staff protocol has been reviewed with staff.

**Drop off:** Electronic sign in/out by parent(s)/guardian(s) begins July 6, 2020. Parents will take their child's temperature from home and sign in from vehicles by using barcode signs to avoid congestion entering AMA. Parents will complete a digital BW student health screening form upon drop off each morning, and staff will monitor compliance daily as well as to take the child's temperature upon waking up from nap time. Visitors are allowed on campus with appointments approved by the administrative team.

**Pick up:** Parents will sign out using the designated barcode signs and wait outside until the child is brought to them. (6ft social distancing encouraged - see floor tape). The child's temperature will be checked by staff every afternoon to send a daily BW progress report. Sick children will be picked up by parents within the hour of contact.

Parent/Guardian Initial: \_\_\_\_\_

**Indoor Classroom Activities:**

Ratios of no more than 10:1 students or less will be strictly maintained. Children will avoid physical contact among them and limited physical contact with teachers. Children will be assigned to their classrooms and are not permitted to change from one group to another. T.A. may assist multiple classrooms with minimal hands-on child contact, (e.g. potty break/lunch supervision). Social bubbles will be administered as best as possible with the same teachers working with the same students. AMA will be kept well ventilated (aired-out daily) all day to help minimize COVID-19 exposure (e.g. frequent hand washing, 6ft social distancing).

**Outdoor Classroom Activities:** Each group will play outdoors and partake in P.E. activities in their assigned, divided area. A group of ten students will rotate to be in the patio area at any given time at their designated labeled area of play. Water bottles required for proper hydration during outdoor physical education exercises. Staff disinfects the area daily. Students will use their assigned indoor/outdoor play stations as labeled with their name.

**Property Damage:** Students will not bring toys and other items from home to school unless instructed by staff to do so for specialized occasions. Student damage of AMA property will be corrected by parents in the way of replacement of damaged items immediately.

**Meal Break:** Each group will eat a home-packed meal with eating utensils, 2-snacks and water drink from home-packed reusable bottle water within their assigned daily seat in their classroom. No sharing of food, eating utensils, cups, etc. Staff will serve fresh water and snacks daily in the morning and afternoon, and as demanded by students.

**Napping Routine:** Each group will nap in their classroom with an adequate (6 feet) distancing space, as labeled with the child's name. *At least 3 Ft. of SD will apply with head-to-toe line-up.* No sharing of napping items. If communal napping items (e.g. linens, pillows) are loaned, parents will wash and bring to the AMA the next day. *Personal bedding storage bags will be provided.* Bedding will go home for weekly washing. No outdoors shoes allowed inside to limit contamination. Carpets/rugs/linens/soft toys and mats are disinfected bi-weekly. Non-napping school age students will be provided with quiet activities under the supervision of staff. Provide a sleeping mat and linens for safety and comfort. No musical toys allowed.

**Bathroom Routine:** Each classroom will use the same bathroom which will be disinfected after use. Potty training kids will have access to in-classroom potties for training purposes. Staff bathroom to be reserved for sick children and medicine administration. *Bathrooms will be disinfected after each wave of group-use by floaters and interns as needed. Soap and cleaning solution will be refilled daily.*

**Personal Items:** 2-3 extra face masks (students 2 years old and up required if sick and/or not vaccinated), 911 child 24 hour backpack, A soft comforting toy, resting bedding materials, a reusable water bottle w/ 2 snacks and lunch box, family photos, diapering materials (wipes, diapers, 1 week supply of diapers at a time), art top, indoor/outdoor age-appropriate shoes, water play shoes/clothing, potty training bottoms (sweatpants, pull ups, underwear), warm layered clothing and a couple changes of clothes are required.

Parent/Guardian Initial: \_\_\_\_\_

**Cleaning and Disinfecting:** Children and staff will wash hands with soap and water as often as possible as well as using an alcohol-based hand sanitizer under teacher supervision. High-contact areas, toys, and surfaces will be cleaned daily. Handwashing sink/sanitizing units will be available at each active classroom for frequent hand sanitizing.

**Face Mask:** Face masks will be worn by staff, parents, and visitors (children ages 2 years old and up) as comfortably needed, including when recovering from illness and non-vaccinated visitors.

\*I have read and understand the above information on this the \_\_\_\_\_, 20\_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Parent/Guardian Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**AMA Director Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**School Administrator Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Director’s Special Family Instructions & Conditions:

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Parent’s Special Instructions/Conditions:

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