



1

Academia de Mi Abuela (AMA) Child Development Center Student Enrollment Agreement (toddlers/Preschool/TK/K..)

Student’s Full Name:

Today’s Date:

Student’s Date of Birth:

Student’s Official 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 have read, and understood the content of the parent handbook (to be downloaded from AMA website), and commit to 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 _____. All mandated Community Care Licensing (CCL) LIC and AMA enrollment forms (to download and complete from AMA website, www.amachildcarecenter.com), including the family history application, and a tuition payment is due before new student acclamation/official start date of childcare begins. This agreement will be automatically renewed each year by submitting the annual infrastructure fee by **March 1st 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. Any Issue will be immediately addressed to the Director to discuss possible solutions collaboratively. AMA holds

1

2 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*
 the right to refuse childcare services to any party at any given time without prior notification (*See parent handbook for more information*).

Parent/Guardian Initial: _____

Childcare Schedule:

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

** All day is from 8am to 5pm 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 (if not extended care participant) and pick-up after 5:00pm, Monday-Friday. **Extended child care is available, M-F: 7:00AM-6:00PM for an added flat monthly fee, which provides families with 2 hours of added care, 7-8am & 5-6pm. Parents use this schedule flexibly, as needed.***

Enrollment, Transitioning and Tuition:

Enrollment (annual Infrastructure fee) and tuition rates are available on the AMA website. <https://amachildcarecenter.com/>. The annual enrollment fee, application fee, transitioning “drop-in” childcare fee, and 1st 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 25th 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. School breaks, holidays, Staff p.d. days are banked.

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

3 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*

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, infrastructure, application fees) and will provide at least a 30 day written BW notice prior to implementing any rate changes (BW is AMA's #1 platform of communication for families and staff).

Parent/Guardian Initial: _____

Student Pick-Up & Drop-Off Policy:

All day is from 8 am to 5pm, M-F 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. Extended care is from 7am-6pm for an added flat monthly fee, M-F. Please drop off your child by no later than 9:00AM for a smooth drop-off.

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. If medicine was administered the night before and/or the morning of, and if mildly injured, parents will disclose information at drop-off. 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. Each parent creates their BW account and updates their student's profile upon enrollment, and signs up for BW automatic payment plan (ACH).

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) 697-0002, (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. You may consider asking another family to pick up your student. ²

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 5:00pm (or 6:00PM, if extended care child), Monday-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),

²

4 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*

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 25th 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. (due by the 25th/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 school holidays, staff P.D., and breaks, and personal time off (including illness, 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.
- Parents are responsible for submitting a legible, punctual and aligned with AMA’s school year calendar “monthly student attendance sheet” to their designated subsidy agency by no later than the last day of each month. AMA receives a digital payment a month after submission.
- **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).

Annual Infrastructure Fee (enrollment renewal due by March 1st)	
Monthly Child Care Tuition Rate (due by the 25th/month)	
Monthly Barter Agreement Projects (due by the 25th/month)	
Extended Child Care Rate (due by the 25th/month)	
Total Tuition Fees (all fees + forms due by the enrollment meeting)	

Parent/Guardian Initial: _____

School Holidays and Closure Days (subject to change, see BW newsletter updates):

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 BW newsletter. Parents are responsible for making an automated and complete payment on BW via ACH by the 25th/month regardless of school closures and personal parent time off included.

Parent/Guardian Initial: _____

Parent Handbook (download from AMA website):

The parent handbook is required to be carefully read and signed upon new student enrollment. The parent handbook and amendment parent agreement is available on the AMA website. This handbook contains important and useful information regarding mandated CCL (social services), and 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:

- submission of all mandated CCL/AMA enrollment documentation, including the parent handbook amendment parent agreement, and required student personal belongings
- pack & play crib, linens, high chair, formula/milk, bottle/sippy cup/H2O bottle, specialized foods and diapers and wipes (required for all infants and toddlers)
- Napping foldable floor mattress and linens
- Wipes, Diapers, and 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)
- 72-hour emergency kit (see handbook for further details)
- Specialized diet foods and beverages (vegetarians, vegans, etc.), and extra snacks (if large appetite and/or extended care students/after care.
- Tuition payment (application, annual infrastructure, and monthly fees) and ALL enrollment documents, and emergency backpack.
- Child safety seat per CA law for transporting student safely in AMA vehicle for after care pick up and field trip participation

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.

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

- Three 12 or 16 ounce bottle of water
- Three cereal or fruit bars, easy-to-eat pre packaged squeezable baby food
- Three-six applesauce/fruit cup or tuna can (easy open top)
- One warm jacket
- One set of warm & comfortable clothing
- 12 diapers/pull-ups and wipes (if applicable)

6 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*

- 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 72-hour period (3 days). The kit will be updated every year. Emergency forms along with immunization history must also be updated as needed, including the child’s health and safety information on BW student profile.

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, including a reusable water bottle, and extra healthy snacks (extended care).

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: _____

Video & Photograph – I grant permission to photograph/videotape my child _____, for the following:

<i>(please check yes or no)</i>	Yes	No
AMA Photos of student for yearbook, or other similar in-house uses		
AMA Social Media featured student Photographs		
AMA Social Media featured student Video		

AMA Photos of students for PROMO 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, dress up day, spa day, etc.

Parent/Guardian Initial: _____

Transportation Permission – I authorize AMA and their volunteers to transport my child, _____ on AMA vehicle or on foot. This travel will occur on an as needed basis, including during field trips, aftercare, and emergency situations. Parents must provide a safe car seat as mandated by state laws for a legal and safe transportation of students. This is required of all after-care students.

- 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. Parents must provide a child safety seat (aftercare students required by law for safe transporting).

Parent/Guardian Initial: _____

Water and Sensory Development Play – My child, _____, may participate in water, sand, foam, body art, etc. 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:

Community Care Licensing Division Provisions:

The **Needs and Services Plan** will be offered via the “family history screening application” to each toddler family 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 during the family enrollment meeting to reserve childcare {second meet}):
 - 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).
 - By initialing below, parents are granting permission of their infant and toddler to participate in AMA’s infant/toddler program allowing for the safe commingling of infants and toddlers, and with written permission by the parent they may remove their child from the option between the ages of 24-30 months or extend the child’s stay per CCL norms.

Parent/Guardian initial _____

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 Director/Owner** 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.

Personnel Policies:

AMA employees must undergo CCL mandated criminal background-check (fingerprinted) by the DOB, FBI and CACI. Staff will complete CCL mandated employee rights documentation, and complete a mandated reporter training. Employees must complete 18 ECE units (see LIC 9095, infant/toddler/school age mandatory classes) to qualify as a credentialed and highly qualified teacher of designated classrooms, pesticide management online training, CPR and First Aid training, and child development childcare center code of ethics employment online coursework. Mandatory monthly staff professional development training is required, as well as taking a “self-growth/care” day to focus on mental health, reading and online CCEI coursework completion. AMA business hours are from, M-F, 7:00AM-6:00PM, in which staff cover each work shift staggered to meet the CCL mandated safety norms

9 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*
of ratio and hands on supervision. For more detailed information about AMA staff hiring practices and conditions, see parent handbook for attached hiring documentation.

Parent/Guardian Initial: _____

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

PER CDC/ACHPD/CCL COVID-19 + Other contagious illnesses 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 contagious illness, 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

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:**

10 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*

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 → **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 flat monthly fee, if space is available (7:00AM-6:00PM 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/other 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. Authorized adults will complete a digital BW student health screening form upon drop off each

11 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*

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: Authorized adults 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 school cooked lunch meal with eating utensils, 2-snacks and water drinking breaks (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 to students.* Bedding will go home for weekly washing. 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. Parents must provide a clean pack & play crib/foldable napping mattress and linen for infants/toddlers.

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. A teacher-parent conference

12 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*

is required for comfortable planning and assessment of student readiness. P.E. classroom/Offices/bathrooms 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. Parents will supply AMA with appropriate potty training materials such as a potty (if needed, for comfort), pull-ups & wipes, weekly supply of comfortable sweatpants & underwear.*

Personal Items: 72 hour, 911 child 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. Parents will maintain a clean cubby space and wash lines weekly.

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

Parent/Guardian Signature _____ **Print Name** _____ **Date** _____

Parent/Guardian Signature _____ **Print Name** _____ **Date** _____

AMA Director Signature _____ **Print Name** _____ **Date** _____

Other School Administrator Signature _____ **Print Name** _____ **Date** _____

New Student Transition Play Dates (if needed) :

Director's/Parent's Special Instructions/Conditions:

Student Specialized Support Plan (if needed):

Family Barter Monthly Agreement

Terms:

ACADEMIA DE MI ABUELA (AMA) CHILD DEVELOPMENT CENTER PARENT HANDBOOK AMENDMENT TO COMPLY WITH CHILDCARE CENTER POLICY AND PROCEDURES PARENT AGREEMENT

This amendment amends the parent handbook which is provided to each family upon enrollment of a student. Amending certain directory of information content provisions of the parent handbook is described below. AMA is providing a summary of where to find detailed information about program description, and other basic school information, child discipline protocols, and policies, and admissions and policies, and all other mandatory Community Care Licensing (CCL) regulations, and procedures required of all families to abide by commencing childcare services. For detailed AMA and CCL policy and protocol information, families must read the parent handbook carefully, AMA's school website (www.amachildcarecenter.com), and complete the student enrollment agreement (contract), family history application, and CCL forms before starting childcare services, including drop-in childcare. [Academia De Mi Abuela – AMA= Mother, To Love \(\[amachildcarecenter.com\]\(http://amachildcarecenter.com\)\)](#)

1. **School Program Description and Other Foundational Information:**

parents will review the parent handbook, AMA's school website, and complete the family history application, with the student enrollment agreement (contract) for detailed information about our program's vision, mission, provisions, and all other important school policy and protocols, as well as CCL regulation.. [About Us – Academia De Mi Abuela \(\[amachildcarecenter.com\]\(http://amachildcarecenter.com\)\)](#)

[Sample Monthly Themes \(Cultural Immersion/Play-Based Curriculum\) – Academia De Mi Abuela \(\[amachildcarecenter.com\]\(http://amachildcarecenter.com\)\)](#), [School Tuition – Academia De Mi Abuela \(\[amachildcarecenter.com\]\(http://amachildcarecenter.com\)\)](#), [🌈 2023-2024 After-School Spanish/Culture Immersion Enrichment Program What's the 411? –Now Enrolling New Students \(application due by May 19\) –Pick up service for Montclair Elementary School TK-K graders, M-F: afterschool-5:30PM, +Wednesday early school release pick-up provided for an added monthly fee, –flat monthly fee tuition rate, P-T/F-T availability, rolling admissions-1st come & 1st serve, –free-play, outdoor play, nature walks, family fun day field trip, Art, Reading & Writing activities, Spanish/Culture immersion enrichment – Academia De Mi Abuela \(\[amachildcarecenter.com\]\(http://amachildcarecenter.com\)\)](#)

2. **Admissions Policy and Protocol Agreement:** [Admissions – Academia De Mi Abuela \(\[amachildcarecenter.com\]\(http://amachildcarecenter.com\)\)](#)

Upon enrollment, families must complete all CCL mandated child care LIC forms before the start of childcare. The LIC forms will be downloaded from the school website and completed along with the student enrollment agreement, family history application, and read the parent handbook (website content contains detailed and complete CCL regulations and AMA admissions, program description, student discipline and other safety norms mandated by CCL.)

15 Revised April 24, 2024, *Infant and 7-8 years old after school student childcare coming soon!*
for detailed information about AMA program policies and protocols. [Ready to Join the AMA family? Now enrolling 18-month-old students and up to 6-year-old TK/K students! – Academia De Mi Abuela \(amachildcarecenter.com\)](https://amachildcarecenter.com)

3. Student Discipline Policy and Protocol:

Parents will complete a student enrollment agreement and family history application, CCL mandated forms, and read the parent handbook carefully upon student enrollment.

[Ready to Join the AMA family? Now enrolling 18-month-old students and up to 6-year-old TK/K students! – Academia De Mi Abuela \(amachildcarecenter.com\)](https://amachildcarecenter.com)

4. Personnel Policies:

AMA employees must undergo CCL mandated criminal background-check (fingerprinted) by the DOB, FBI and CACI. Staff will complete CCL mandated employee rights documentation, and complete a mandated reporter training. Employees must complete 18 ECE units (see LIC 9095, infant/toddler/school age mandatory classes) to qualify as a credentialed and highly qualified teacher of designated classrooms, pesticide management online training, CPR and First Aid training, and child development childcare center code of ethics employment online coursework. Mandatory monthly staff professional development training is required, as well as taking a “self-growth/care” day to focus on mental health, reading and online CCEI coursework completion. AMA business hours are from, M-F, 7:00AM-6:00PM, in which staff cover each work shift staggered to meet the CCL mandated safety norms of ratio and hands on supervision. For more detailed information about AMA staff hiring practices and conditions, see parent handbook for attached hiring documentation.

IN WITNESS WHEREOF, this Amendment has been executed and delivered to the legal guardians/parents of the enrolled AMA student.

Legal Guardian/Parent #1 Signature

Printed Name:

Date

Legal Guardian/Parent #1 Signature

Printed Name:

Date

AMA Director Signature

Printed Name:

Date

AMA Leadership Team Signature

Printed Name:

Date