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Rainbow Angels Family Child Care
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Rainbow Angels Family Child Care ADMISSION AGREEMENT

Welcome to Rainbow Angels Family Child Care! This agreement and our Parent Handbook comprise our rules and policies. You must read and understand this agreement and the handbook, and agree to comply with them. If you have any questions, please feel free to ask.

REGISTRATION AND RE-ENROLLMENT: An initial registration fee is due upon acceptance into the program. I understand that each following year, continuing families must include an annual re-registration fee. These fees are non-refundable.

Do you have more than one child at Rainbow Angels? (You may be eligible for sibling discount of 20% off the lower tuition.)

FINANCIAL AGREEMENT: I wish to enroll my child, _____, in Rainbow Angels Family Child Care I agree to pay weekly tuition of \$ _____ in advance, on every Friday of each week.

Chosen Program: Infant Toddler Preschool Kindergarten School Age

Chosen Schedule: M T W Th F

Hours: Full Half

FINANCIAL RESPONSIBILITY: Please provide responsible parent's information:

Name: _____

Last Name

First Name

Address: _____

Home Address

City

State

Zip

Occupation: _____ Employer: _____

Phone: _____

Home _____ Work _____ Cell _____

Email: _____@_____.

Tuition rates change each year with a minimum of 30 days notice. Tuition fee is a preferred method of payment, either cash or check. I understand that tuition is due on each Friday. Partial weeks of attendance must be paid in full.

ABSENTEE POLICY: I understand that I am responsible for full payment of tuition every Week, whether or not my child attends the full week. There is no absentee credit should my child miss the Daycare because of holidays, vacations, illness, or any other reason.

VACATION POLICY: Up to two weeks tuition credit is provided per program year. Vacation credit must be requested a minimum of two weeks in advance.

WITHDRAWAL POLICY: I understand that I must give a minimum two weeks written notice (14 calendar days) if I intend to withdraw my child from program. Tuition will continue to be due for this notice period. Withdrawal forms are available per your request. My Final Balance Deposit will be applied to any outstanding balance once notice of withdrawal is given.

SCHEDULE CHANGE POLICY: I understand that if I wish to change my child's schedule, I will give two weeks notice.

RETURNED PAYMENT POLICY: A \$25 fee will be charged for any returned check. Any time there is a returned check, a money order or cashier's check will be required as a replacement.

LATE PICKUPS: All late fees are due upon arrival directly to the Rainbow Angels.

Morning Program: Program hours are 7:00 AM to 12:30 PM. I may not drop off my child prior to program start hours. I understand that if my child remains at Rainbow Angels past 12:30 PM, I will be charged \$1 after 12:40.

Full Day Program: Program hours are 7:00 AM to 6:00 PM. I understand that if my child remains at school past 6:00 PM, I will be charged \$1 per minute, starting at 6:10 PM.

Note: If my child is left at childcare longer than two hours past the scheduled closing time without contact to the Rainbow Angels and the child care has exhausted all emergency options from my emergency card, then the Mission Viejo Police Department will be contacted. At that time my child will be the responsibility of the Mission Viejo Police Department.

RAINBOW ANGELS CLOSURES: I understand that Rainbow Angels will observe holidays during which the program will be closed, as listed on the yearly program calendar. I agree to pay full tuition for my child for all weeks, including those with closures. Please refer to the Parent Handbook for further details.

MEDICAL CARE: I consent to have my child treated by a physician for medical or surgical care in case of an emergency. I understand that every reasonable effort will be made to contact me or my emergency contacts before such action is taken. I also agree that in case of injury to my child requiring medical attention and hospitalization insurance will be used to pay any expenses connected with that injury.

ACCESS OF RECORDS: The Rainbow Angels values privacy and wants to be sure that it protects information concerning families. Rainbow Angels may access my child's records and health information for program purposes. The California Department of Social Services Community Care Licensing Division has the right to interview children and review children's files without the permission of the parents under California regulation (section 101200).

PHOTOGRAPHY POLICY: Children are occasionally photographed in their classroom or while on the program. These photos may be used in classroom activities, our newsletter, published on our website, or various other materials. I hereby grant, without limitation, permission for the use of photographs of my child in printed or online material for the school. I may check here and initial to decline the publication of my child's photograph †

RAINBOW ANGELS INITIATED WITHDRAWAL POLICY: Rainbow Angels reserves the right to have any child removed from the program at any time without previous notice or a corrective program being required. Please refer to the Parent Handbook for further details.

RECEIPT OF PARENT HANDBOOK: The Parent Handbook is an important part of the coordination between childcare and home. Please initial to indicate that you have received a copy of the Parent Handbook of Rainbow Angels Family Child Care.

UPDATING OF EMERGENCY INFORMATION: It is important that Rainbow Angels maintain current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the parent's responsibility to make sure that the Rainbow Angels has current contact information. If there are any changes to this information, we must be notified so that we can update our records.

I hereby release from all liability and indemnify Rainbow Angels Family Child Care and its owners, agents, volunteers, and employees from any and all liability, claims,

judgments, cost or expenses, including attorney fees, for any injury, illness, or damage resulting from my child's enrollment.

I have read and agree to these policies. I will keep in my possession a copy of this Admission Agreement, the Parent Handbook, and all other policies and agreements.

Parent's Name -----

Signature ----- Date-----/-----/-----

YOUR CHILD'S FIRST DAY

Welcome to Rainbow Angels Family Child Care. *The first day of school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead him or her down many roads of discovery and learning.*

As wonderful as this new experience may be, it can also be overwhelming for your child. For many children this may be their first experience of separation from parents or caregivers at home. It is common for even the most outgoing child to be anxious on the first day of school.

We have provided a few suggestions for you and your child. Remember that we are here to provide support and assistance, helping to ensure your child's transition is successful.

- Prepare your child for the new school experience by explaining what to expect and answering questions directly and honestly.
- Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure your child that school can be a fun and exciting place.
- Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Bring something from home. This is often reassuring in helping the child with the initial adjustment to program. This item may be a treasured blanket or even a photo from home.
- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen at pick up.
- Maintain a clear good-bye routine. This may include warning the child you are leaving in 3 minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with "OK just one more kiss, and then I really have to go" tends to heighten anxiety rather than relieve it. Avoid sneaking out; this seems to encourage children to become less trusting and makes the second day of school even harder.

Please bring the following items on your child's first day:

1. A picture of your child

A family picture
An extra change of clothes

Lunch: to be provided by Rainbow Angels or brought from home

Crib sheet and a small blanket for nap time (not required for Morning Program children)

Diapers (for infants and toddlers not yet potty-trained).

Child Profile

Rainbow Angels Family Child Care

Student Name:

DOB:

Mother's Name:

DOB:

E-Mail:

Father's Name:

DOB:

Occupation:

what would you like the most for your child to experience with us?

-

Has your child had any previous Daycare/ Preschool experiences?

-

Does your child have any allergies, or special medical needs?

-

Does your child nap?

-

Does your child have any specific requirements for nap?

-

What is your child favorite food and drink?

-

Is your child on bottle, cup or both?

-

What is your child feeding and napping schedule including time and amount?

-

List any special diapering instructions (Wipes, Cloth, Powder, Destin.)

-

What words are spoken in your home for potty?

-

Does your child have any particular fears?

-

What is your evaluation of your child's Personality?

-

How do you discipline your child?

-

Additional comments: