



1911 Elkhorn Court ♦ San Mateo, CA 94403 ♦ 650.638.9300 ♦ Fax: 650.638.9333 ♦
 www.littlecitykids.com ♦ Facility Numbers: 414002585/414002584

Admissions Agreement

Child's Name: _____ DOB: ____/____/____

Parent/Guardian Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell: _____ Email: _____

Primary Language Spoken at home: English Russian Chinese Spanish Other _____

Does your child have any special needs that may effect his/her education (Please include special instructions on a separate sheet:

- Emotional Disorder
 Physical Handicap
 Allergies
 Learning Differences
 Special Dietary Needs
 ADHA
 Diabetes
 Seizures
 Autism Specturm Disorders
 Other _____

Please indicate your preferred times and dates of attendance:

Itty Bitty City Kids (6 weeks-2 years old)	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 am-6:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:00 am-12:00 noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00 pm-6:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Little City Kids (2 - 5.9 years old)	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 am-6:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:00 am-12:00 noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00 pm-6:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Little City Kids, hereafter referred as LCK, is an innovative and creative educational program for children ages 6 weeks to 5.9 years. Little City Kids will be open from 6 a.m. to 6 p.m., Monday through Friday, excluding observed holidays.
2. Little City Kids will observe certain holidays during the year. The list of holidays will be provided to parents each year.
3. Each child must have a change of clothing that is left at school to be used in case of an emergency. All clothing must be labeled with the child's name. LCK will not be responsible for lost clothing. Children should wear washable and comfortable clothing.
4. LCK is not responsible for toys from home that get broken or lost at the center. The responsibility remains with the child and the parents.
5. Parents must sign children in and out daily. Parents who fail to sign their child in or out will be called back to LCK to sign the child in and out.
6. Any person other than a parent must pre-authorize by the parent to pick up a child. Proper identification will be required.
7. Parents will be called to pick up their children who become ill. Children absent from the LCK due to contagious illness may return to school 24 hours after his or her temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24 to 48 hours (depending on the illness) after the first dose of an antibiotic.
8. An annual, non-refundable fee of \$150.00 per child is due at time of registration, in addition to the first month's tuition (the tuition rate will be prorated, according to the child's start date). This payment should be submitted with completed admission forms. The

annual registration fee is reduced to \$75.00 per child if you enroll in our ACH program at the time of registration. Annual registration fees will be charged on September 1st each year for every child enrolled.

9. At Little City Kids, child care services must be paid for in advance of receiving the services. Tuition is charged on a monthly basis, and is due on first day of each month. A late fee of \$10 will be charged each day that payment is not received after the first day of the month.
10. At Little City Kids, child care services must be paid for in advance of receiving the services. This means that tuition is due by first day of the month before services are rendered. Families who carry a balance must enroll in our ACH automatic tuition payment program, or our automatic credit card payment program. All balances must be paid in full or services can be discontinued and legal proceedings can be commenced, at the discretion of the management.
11. Our hours of operation are from 6:00 a.m.-6:00 p.m. The charge for late pick-up is \$1.00 per minute per child after 6:00 p.m.
12. Parents/guardians are required to give a 30 days written notice to the director prior to withdrawing from the program.
13. No tuition credit will be offered for days that a child is sick.
14. Each calendar year a family may take up to three weeks vacation while Little City Kids is open at one-half the weekly fee. Weeks are determined by the child's scheduled program. If the child is enrolled full time than 15 days of vacation is available. If the child in only three days per week than the child is entitled to 9 days of vacation and so on. A child may come up to half of their scheduled time during a vacation week. A two-week written notice of this vacation period is required. If no notice is given, or less than two weeks notice is given, the full weekly fee will be charged. Payment of the half-portion of the weekly tuition is due before the vacation is taken.
15. In an event of an emergency, the parents give their permission for Little City Kids to administer first aid and/or obtain emergency medical treatment in the child's best interest. The parent agrees to pay for all medical emergency expenses, including ambulance fees.
16. I give permission for my child to be photographed on field trips and in the classroom. I understand that the photos may be used for advertising or publicity purposes.
17. The Admissions Agreement is subject to change with 30 days notice. The Center will give the parents 30 days notice prior to any rate increase.
18. Rights of the Licensing Agency [Section 101200(b) &(c)]. The Department or Licensing Agency shall have the authority to interview children or staff members, and to inspect and audit child or facility records without prior consent. The Licensee shall make provisions for private interview with any children or staff member, and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

I have read, understood and accept the terms of this agreement. Terms accepted by:

Signature of Director: _____ Date: ____/____/____

Signature of Parent/Guardian: _____ Date: ____/____/____

<p>For Office Use Only:</p> <p>Application Date: ____/____/____</p> <p>Start Date: ____/____/____</p>
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