



**GLENDALE COMMUNITY COLLEGE  
CHILD DEVELOPMENT LABORATORY SCHOOL**

---

**ENROLLMENT AGREEMENT**

The GLENDALE COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER, 1500 N. Verdugo Road, Glendale, CA, 91208, phone (818)549-9442, is a laboratory preschool and child care facility operated by the Glendale Community College, a non-profit organization. The Center is licensed by the State of California Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, pursuant to the sections of the State Administrative Code Title 22, Division 12 and is accredited by the National Academy of Early Childhood Programs.

Infant Center License # 191226062  
Preschool Center License # 191225998  
College IRS ID # 95-2668744

SCHOOL YEAR \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

**ENROLLMENT STATUS**

\_\_\_\_\_ YOUNG KOALAS - 6 months – 15 months

\_\_\_\_\_ KOALAS - 15 months – 24 months

\_\_\_\_\_ DINOSAURS - 18 months – 36 months

\_\_\_\_\_ CRICKETS - 3 – 4 years

\_\_\_\_\_ DRAGONS - 4 -- 5 years

CHILD DEVELOPMENT CENTER Form 1A

Approximate time child will arrive \_\_\_\_\_, and be picked up \_\_\_\_\_

A. ADMISIONS POLICY

The Child Development Center will admit children for a probationary period of enrollment, approximately one month or more, dependent upon the child's terms of enrollment. The staff needs to have adequate time to assess the child's needs and the compatibility of the program to the child. If after the probationary period, the staff determines that the CHILD DEVELOPMENT CENTER program will not meet the child's individual needs, a parent conference will be scheduled, and recommendations made for other preschool/child care arrangements.

The Glendale Community College Child Development Laboratory School is operated on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color, national origin, ancestry, gender, or religion, with the exception of the preference given to returning parents, college faculty/staff, and college students. This admission policy is in accordance with the State of California Department of Social Services.

B. BASIC SERVICES

The Child Development Center shall provide the following basic services for your child:

1. **Child care** between 7:00 a.m. and 6:00 p.m.

2. **Nutritional snacks**

Breakfast, consisting of a bread or bread alternative, fruit and milk will be served by 9:30 a.m. every morning.

Milk will be provided with lunch.

A mid-afternoon snack will be served consisting of at least two items from two of the four basic food groups will be served.

Menus shall be posted each week in the classrooms and in the kitchen.

3. **Assistance for personal care:** including hand-washing, toileting, diapering, eating, etc., will be given as needed.

4. **A nap time/rest time** will be provided between 1:00 p.m. and 3:00 p.m.

5. Cots and sheets will be provided by the Center.

6. **Classroom placement.** Your child will be placed in a group of peers based on the age of the child and/or special needs as determined by the staff.

6. **Developmental program.** Your child will be involved in a program of play and learning experiences which are appropriate for the ages of the children enrolled in the center. A balance of quiet and active play is provided for, which individual and group activities which are geared toward the emotional, social, physical, aesthetic, and individual growth of young children.

7. **Responsibility for care of the child.** The Center shall assume the responsibility for your child after your child has passed the legally required morning health inspection and has been signed in by the parent, guardian, or designated representative.
8. **Medication administration.** Your child shall be administered physician-prescribed medication **only** upon the written request of the child's parents or guardians. The center will not administer a non-prescription medication unless it is accompanied by a physician's written request to do so. The Center shall have no responsibility whatsoever for failure to provide requested prescription medication nor for adverse reactions which are caused by the administration of such medication.
9. **First aid.** The Center shall give appropriate first aid to an injured child. A parent or guardian will be contacted if it is the judgment of the Center staff that immediate medical attention is necessary. If further judgment of the staff determines that the injury is of an emergency nature, paramedics will be called to the school, and a parent or guardian will be contacted.
10. **Isolation of sick children.** An ill child will be isolated and given appropriate care until picked up by a parent, guardian, or a designated representative.
11. **Notification of communicable diseases.** The Center will notify the child's parents or guardians of a suspected exposure to a communicable disease.
12. **Personal belongings.** The Center will make every effort to safeguard the personal belongings brought by the child, but shall not be responsible for lost or broken items.
13. **Reporting to Children's Protective Services.** The Director or any other staff member shall report to Children's Protective Services or the Police Department as required by the California Penal Code any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.
14. **Diapering Plan.** A diapering/toileting plan will be discussed, implemented, and documented daily with parents and guardians of the infant class.

#### C. TUITION AND PAYMENT PROVISIONS

1. The **monthly tuition** rate for your child is \_\_\_\_\_. This tuition rate will remain the same throughout the school year. Tuition increases will be announced at least 30 days prior to the beginning of the school year.
2. **Payment of tuition fees** are due on the first school day of each month. A five-day grace period will be allowed for payments, following which the account shall be considered delinquent, and a late fee assessed.
3. **No Refunds** of tuition will be given for early withdrawal from the program. Refunds of unused tuition shall be given only for reasons as specified in Section E. of this agreement.
4. **No credit** shall be given for the days the Center is officially closed. Tuition is based on the days school is in session and pro-rated over the regular school year.

#### D. OBLIGATIONS OF PARENTS OR GUARDIANS

1. A parent or guardian shall furnish requested **medical information** not more than ten days after the enrollment. No child shall be admitted to the Center unless required medical information is on file.
2. A parent, guardian, or designated representative of the child's parents or guardians shall bring the child to the classroom on arrival, wait for a **health inspection**, and then sign in on the appropriate register. During flu season or contagious disease outbreak a health inspection may be required by the Director before child is admitted to classroom.
3. A parent, guardian, or designated representative of the child's parents or guardians shall **sign the child out** on the appropriate register before taking the child from the premises.
4. The parents or guardians shall **notify the school in writing** when someone other than those named on the emergency information form will be calling for the child.
5. The parents or guardians shall see that the child is **dressed appropriately** when brought to school, following the guidelines in the Parent's Handbook. Clothing changes, clearly labeled, need to be provided and maintained.
6. The parents or guardians shall notify the school when the child is **absent** for any reason.
7. The parents or guardians shall notify the school when the child has been exposed to a **communicable disease**.
8. The parents or guardians shall give two week's notice in case of **withdrawal from the program**.
9. The parents or guardians shall abide by the **parking and safety** rules of the College. **Parking passes** can be obtained from the Center director or secretary and placed on the left side of the dashboard of the car to permit entrance into the CHILD DEVELOPMENT CENTER lot.
10. The parents or guardians shall notify the Center when the child will be **picked up at a time that is different from the specified time**.
11. The parents or guardians shall **refrain from reprimanding** children of other families while on the school premises.
12. The parents or guardians shall come to school for **conferences** when asked to do so by members of the Center staff.
13. Parents or guardians are required to participate in a minimum number of **parent education** or **parent participation** activities as specified in the Parent's Handbook and Parent Participation Contract.
14. Parents or guardians of the Infant class must provide diapers and wipes, clearly labeled for their child.

#### E. TERMINATION OF AGREEMENT

The agreement shall be terminated if any one or more of the following occur:

1. The school year has come to an end.
2. Death of a child.

3. Serious illness of the child, preventing school attendance.
4. Excessive, persistent Unexcused Absences, as defined in the Parent Handbook.
5. The parents or guardians allow their account to become delinquent.
6. Failure of the parents or guardians to honor obligations listed in this agreement or any rules, regulations, or manuals provided by the school.
7. The Center, in its sole and unfettered discretion, determines that it is unable to meet the needs of the child.
8. The Center, in its sole and unfettered discretion, determines that it is not in the best interest of the child, the school, or other children enrolled in the school to have the child in attendance.
9. Failure of the child's parents or guardians to cooperate with the Center, which the Center in its sole and unfettered discretion, deems serious lack of cooperation, will warrant termination.

#### F. PROCEDURE FOR TERMINATION

In exerting its discretion under 4, 5, 6, 7, and 8 above, the Center may require the child and/or the child's parents or guardians to attend conference(s) with the Center personnel regarding the matters that potentially warrant termination, but the Center shall have no obligations to grant any such request.

The Center's Director or staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of the agreement.

#### G. MATRICULATION POLICY

Children who are currently enrolled in a classroom at the Child Development Center may be eligible for promotion to the next successive classroom each new school year. Children enrolled in the four-year-old class will all be promoted either to a kindergarten or transitional kindergarten program.

The CHILD DEVELOPMENT CENTER will not be able to accommodate families who wish to hold back their children for an additional year in the four-year-old class prior to kindergarten entrance.

#### H. MODIFICATION CLAUSE

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modifications may only be made in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

#### I. INFANT COMPONENT

All children in attendance at the Glendale Community College Child Development Center who are between 6 months and 30 months of age shall be placed in the infant program. Parents shall give their permission

to place their child(ren) in the infant program. Such permission shall be evidenced by indicating Enrollment Status and signature of this agreement.

J. OTHER

This provides that:

The parties to this agreement are aware of the Licensing and Accreditation Agencies' right to interview the children and the school staff, and to inspect and audit all records maintained by the school, without securing the prior consent of anyone. The parties are also aware of the Licensing Agencies' right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a licensed medical professional physically examine the child.

SIGNATURES TO AGREEMENT

For services listed in this agreement, and in accordance with the terms of this agreement, I agree to pay the Glendale Community College Child Development Center the stated monthly tuition fee. I agree to cooperate with the general policies of the Center, to perform the obligations of parents or guardians set forth in the Agreement and to abide by the rules, regulations, and manuals promulgated and provided by the Center. It further indicated that I have had this material explained to me and that all of my questions have been satisfactorily answered.

Parent or Guardian \_\_\_\_\_

Dated: \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Dated: \_\_\_\_\_

Director \_\_\_\_\_

Dated: \_\_\_\_\_