

**An Admission Contract
Between
Parents and Temporary Tot Tending
January 1, 2018 through December 31, 2018**

1. **Criteria for Admission** - All children may be admitted who benefit from the programs and services offered. We will discuss children with physical, emotional, or mental problems on an individual basis and will make an appropriate decision after complete discussion with parents and other professionals who may be involved with the child.
2. **Ages Served**
 - Two-to-five-year-old children can be enrolled in the appropriate programs in South San Francisco, and Pacifica.
 - Five-to-twelve-year olds can be served in our extended care program in Pacifica School District Schools.
3. **Community Resources** - TTT does not provide supplementary services; but we have available for reference medical, social, psychological, and legal professionals that might be needed by parents, staff, and children.
4. **Field Trips** - TTT students will participate in walking field trips around our sites and the neighborhoods. There will also be field trips in automobiles and buses. Parents will be notified ahead of time of these trips. Your signature on this agreement authorizes your permission for your child to participate while enrolled at TTT.
5. **Admission Paperwork** - Parents must complete the admission packet that includes a physician's assessment, parent's report, an emergency form, a medical consent form, Parents' Rights Form, Personal Rights Form, emergency card, photo release form and contract.
6. **Financial policies** - A complete list of programs, services, and charges is included with the admission packet.

[SEE TEMPORARY TOT TENDING PROGRAM AND FEE SCHEDULE]

7. **Policies Reprinted for Clarification** - These specific practices and policies are reprinted here to avoid any error in communication.
 - a. **Tuition** - Your monthly tuition covers the slot for your child and pays for staff and materials whether your child is here or not. It is not possible to give credit for days when your child is sick, on vacation for less than a month, or with grandparents, etc. **Parents must give a two-week notice of withdrawal from a program and will be responsible for tuition during that time.** TTT will refund any pre-paid tuition over the two-week notice. See separate sheet, "Important Notice of Financial Policies for TTT."
 - b. **Aggressive Behavior** - A parent conference will be called if incidents of biting, hitting, tantrums, etc., are impacting on other children or teachers. If the problem is not resolved, parents will be given five days to find another center.
 - c. **Picking up and Dropping off Children** - Parents / guardians / persons dropping off and picking up children must sign in and out and indicate the times in the appropriate places on the class sheets, or sign in/out with the computerized clock (STATE LAW). If this is not done, we will have to phone you and ask you to return, as we are vulnerable to a fine for failing to comply. **Do not share your sign in code with anyone; your number is associated with your name only. We will ask for ID from all persons picking up that we do not recognize.**
 - d. **After 6:00 Policy (After 6:30 at Sunset Ridge)** - TTT's late fee is \$2.00 for every minute late, per child. After one hour and unsuccessful contacts with emergency numbers, the police department will be notified.
 - e. **Communicable Diseases** - All staff in our centers use universal precautions to help prevent the spread of communicable diseases. All diseases are treated similarly.

- f. **Children** - Your attention is drawn to our policy regarding sick children in your registration packet and the TTT newsletter. Most relevant issues are: if your child gets sick at school, please pick up as soon as possible, but not more than 30-45 minutes after our contact. If the child has been sick at home, do not send to school UNLESS THEY CAN PARTICIPATE IN REGULAR ACTIVITIES INSIDE AND OUTSIDE.
8. **Holidays/Closures** - TTT will observe the following Holidays in 2018: January 2 - New Year's Day Observance • January 15 - Martin Luther King Day • February 19 - Presidents Day • May 28 - Memorial Day • July 4 - Independence Day • July 5 - Staff Appreciation Day • September 3 - Labor Day • November 12 - Veterans Day • November 22 - Thanksgiving • November 23 - Day after Thanksgiving • December 24 – Christmas Eve • December 25 - Christmas Day • December 31 – New Years Eve • January 1, 2019 – New Year's Day.
In-Service Days (Pacifica locations only) – Monday April 2, August TBA
9. **Parent Communication** - TTT is committed to improvement of program and services. We will respond immediately to suggestions, problems, concerns, and/or complaints. Parents are urged to communicate directly with the Directors or Owners. If a dispute arises that cannot be resolved, TTT and the client agree to utilize the offices and legal mandates of the American Arbitration Association, except financial conflicts which will be resolved through Small Claims Court. Both parties to this contract, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury; but, instead, are accepting the use of arbitration.
10. **Agreement Duration** - There will always be a 30-day advance notice before any changes in the terms of this agreement, policies, or fee structure. **Parents must give two weeks' notice of withdrawal from a program and are responsible for tuition up until the end of the two-weeks.**
11. **Parental Visits** - Parents are reminded that pursuant to State law, you have the right to visit TTT centers at any time without an appointment.
12. **Licensing** - TTT operates centers licensed by the Department of Social Services, which issues licenses, monitors, evaluates, and re-licenses. DSS has the right to review student records and to interview children.
13. **Parent Concerns** - Parents who have concerns or questions that are not answered by Teachers, Directors, or the Owners, can contact DSS at 851 Traeger Avenue Suite 360, San Bruno or call (650) 266-8800.

Emergency Procedures

In case of an emergency, disaster, crisis, earthquake, etc., all children will be kept at the individual schools until an adult is able to pick them up. As telephone contact may be impossible, parents are urged to come to the school immediately. Food, water, first aid, blankets, mats, and other needed materials are available in all schools to accommodate most contingencies.

If you are unable to contact the school where your child is registered, call the other numbers on this list. Where phones are operational, we will update machines and the staff as to a status report for all of our centers.

Important Telephone Numbers

Ocean Shore - 355-1312 • Ortega - 355-5026
So. San Francisco - 588-0128 • Sunset Ridge - 355-7377
Sharon Alcalde: 583-0663; Cell: 255-1882 • Dion/Ida Dubois - 871-5790; Cell: 255-2531 • FAX: 952-3092
4C's 655-6777 • D.S.S. (Licensing) 266-8800

(Please post these numbers in a central location and/or make copies for purses, wallets, and for other persons on your emergency card who are cleared to pick up your children.)

Parent's Signature

Date

Print Child/Children's Name(s)