

**An Admission Contract
Between
Parents and Temporary Tot Tending
January 1, 2023 through December 31, 2023**

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, 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 in writing. TTT will refund any pre-paid tuition over the two-week notice. **See separate sheet, "Important Notice of Financial Policies for TTT."** [See Attached.]
 - 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** – TTT staff will check for ID for all people who have not picked up before or staff have not met. Your child will not be released to persons without proper identification.
 - d. **After 5:30 Policy (After 6:00 at Sunset Ridge)** - **TTT'S LATE FEE IS \$2.00 FOR EVERY MINUTE LATE, PER CHILD.** This fee will be added to your tuition. 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. 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, refer to sick policy on when they can return.
8. **Holidays** - TTT will observe the following Holidays in 2023: January 2 - New Year's Day Observance • January 16 - Martin Luther King Day • February 20 – President's Day • April Staff Inservice Day for Pacifica Schools TBA • May 29 - Memorial Day • July 3 – Staff Appreciation Day • July 4 - Independence Day • August Inservice Day for Pacifica Schools TBA • September 4 - Labor Day • November 10 – Veteran's Day • November 23 - Thanksgiving • November 24 - Day after Thanksgiving • December 25 through December 29 – Closed for Holiday Week.
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.
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 801 Traeger Avenue, 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

Sunset Ridge – (650) 355-7377 • So. San Francisco - (650) 588-0128

Ocean Shore - (650) 355-1312 • Ortega - (650) 355-5026

Sharon Alcalde: (650) 583-0663; Cell: (650) 255-1882 • Ida Dubois - (650) 871-5790 • FAX: (650) 952-3092

4 C's (650) 655-6777 • D.S.S. (Licensing) (650) 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)