

EARLY CHILDHOOD CARE & EDUCATION SERVICES AGREEMENT

IN CONSIDERATION OF MY CHILD'S ACCEPTANCE INTO ORFALEA FAMILY CHILDREN'S CENTER OR UNIVERSITY CHILDREN'S CENTER, I AGREE TO THE TERMS AND CONDITIONS BELOW:

This Agreement to provide Early Childhood Care and Education Services as herein defined under the terms and conditions herein contained is made as of this **date** _____ by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California public corporation (hereinafter "University"), on behalf of its Orfalea Family Children's Center and University Children's Center (hereinafter "Center") at the Santa Barbara campus; and

Please print Parent/Guardian name(s) below.

Parent/Guardian 1: _____

Parent/Guardian 2: _____ (hereinafter "Parent(s)/Guardian(s)").

1. Tuition rates are based on the current expenses of the Center to operate a high quality program for children. Tuition is figured on a yearly basis and then divided into monthly payments representing one-twelfth of the total yearly costs.
2. Payment of tuition fees is due on the first day of each month and shall be considered delinquent after the 10th day of the month. Accounts delinquent 10 days may have their contract terminated. If the Center finds it necessary to implement collection procedures, the parent(s)/guardian(s) shall be responsible for payment of all collection costs including reasonable attorney's fees. Late fees will be added to delinquent payments.
3. In case of overpayment, credit will be applied in the amount of the overpayment toward the next month's tuition.
4. Late fines will be charged for children who are picked up after their regularly scheduled pick-up time. Late fines will be increased for repeated late pick-ups.
5. For all new children verification must be provided for all currently required Immunizations **PRIOR** to the first day of school. A physician's report is required within 15 days of admission. Parent(s)/Guardian(s) are required to provide the Center with verification for all immunizations received since being admitted to the Center.
6. Children's records will be kept confidential with the following exceptions: licensing agency, teachers, and the Center's Administrative staff. Records may be shared with other agencies if Parent(s)/Guardian(s) provide written approval.
7. **Termination Agreement:**
 - A. A 30-day written notice must be given by Parent(s)/Guardian(s) when a child is withdrawn from the Center. Parent(s)/Guardian(s) shall be responsible for payment of tuition fees during the 30-day notice period.
 - B. The Director of the Center reserves the right to immediately terminate this agreement and discontinue any child's participation by giving personal and written notice to the child's Parent(s)/Guardian(s) and refunding the unused portion of any prepaid tuition fees.
8. This agreement is based strictly on monthly enrollment periods. No credit will be given or substitution of days allowed for absences, for scheduled closures of the Center (including holidays and staff in-service days), or for emergency closures.
9. Parent(s)/Guardian(s) acknowledge and agree that the Center shall not be responsible for lost or stolen articles.
10. Parent(s)/Guardian(s) have a right to enter and inspect the Center in accordance with Health and Safety Code Section 1596.857 (State Department of Social Services).
11. Authorized representatives of Community Care Licensing, California Department of Social Services shall have the right to enter and inspect the Center in accordance with Health and Safety Code Sections 1596.852 and 1596.853. Additionally, the Center allows individuals to observe the program for educational purposes. Any research that requires personally identifiable information or interaction with children will be individually noticed for authorization.
12. Parent(s)/Guardian(s) acknowledge and agree that photographs and video may be taken of the children for classroom/center displays and to record the children's developmental progress.
13. Parent(s)/Guardian(s) acknowledge and agree that children may be taken on walking trips around the Center.

Parent/Guardian 1 Initial _____ Parent/Guardian 2 Initial _____

14. Each Parent(s)/Guardian(s) are required to attend two family/teacher conferences at the Center each year. In addition, Parent(s)/Guardian(s) are required to participate in one work party per year or in alternative service to be scheduled with the Director and your child's teacher.
15. Any Parent(s)/Guardian(s) is eligible to receive the Center's Student Tuition Rate if one or more Parent(s)/Guardian(s) is currently enrolled full-time at UCSB, hereinafter ("UCSB Student"). Parent(s)/Guardian(s) must be able to provide the Center with verification of UCSB Student full-time status. Parent(s)/Guardian(s) acknowledges that the Center may verify at anytime during or after the applicable academic term the number of units in which the UCSB Student has enrolled at UCSB. If UCSB Student status changes during the quarter (drop classes or graduates from UCSB) Parent(s)/Guardian(s) understand that Parent(s)/Guardian(s) must immediately notify the Center and are responsible for tuition payment increases at the faculty/staff or community rate when student status changes.
16. In order for UCSB staff and faculty members to receive the faculty/staff tuition rate, parent(s)/guardian(s) must be able to provide the Center with verification of parent(s)/guardian(s) UCSB-affiliated employment status and be currently employed at least fifty percent (50%) time at UCSB. Additionally, Parent(s)/Guardian(s) acknowledge that the Center may verify Parent(s)/Guardian(s) employment status at anytime. If Parent(s)/Guardian(s) at any point no longer qualify for the faculty/staff tuition rate, Parent(s)/Guardian(s) understand that Parent(s)/Guardian(s) must immediately notify the Center and are responsible for tuition payment increases at the community rate.
17. Parent(s)/Guardian(s) acknowledge that if Parent(s)/Guardian(s) arrange for child care services off the premises (including transportation to and from home) to be provided by University personnel (including student teaching assistants), such personnel are not acting within the scope and course of their employment or acting as agents of the University when providing these services and Parent(s)/Guardian(s) release the University from any liability or obligation with respect to such off-premises child care services.

MY CHILD WILL BE ATTENDING CHILDREN'S CENTER THE FOLLOWING DAYS & HOURS:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FULL DAY					
HALF DAY					

My monthly fee will be _____ (Make checks payable to **UC Regents**).

Child's Name: _____ Birthdate: _____

The undersigned Parent(s)/Guardian(s), agree to hold the Regents of the University of California, its officers, employees and agents harmless from and against any and all liability, loss, expense including reasonable attorneys fees, or claims for injury or damages arising out of my child's participation with Children's Center program, which is not caused by or result from the negligent or intentional acts or omissions of the Regents of the University of California, its officers, employees or agents.

I have received and read the Children's Center Family Handbook and agree to comply with its terms, conditions, and policies. The undersigned agrees to these terms and conditions and are financially responsible.

All Financially Responsible Parent(s)/Guardian(s) are required to sign this contract.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Status with UCSB:

Parent 1:	Parent 2:
Grad. Student: Perm # _____	Grad. Student: Perm # _____
Undergrad: Perm # _____	Undergrad: Perm # _____
Staff: Emp ID # _____	Staff: Emp ID # _____
Faculty: Emp ID # _____	Faculty: Emp ID # _____

Director's signature: _____ Date: _____

Office use only: Start Date _____ **End Date** _____ **Classroom** _____