



Kindercourt Parent Contract

Kindercourt Owners: Richard Leavitt (650) 344-6612 & Nancy Zirelly (650) 591-4882

Laurel Center
1025 Laurel Street
San Carlos, CA 94070
Kim, Director
(650) 592-7980

The Academy
1225 Greenwood Street
San Carlos, CA 94070
Shaynee, Director
Vera, Assistant Director
(650) 591-4882

Delaware Center
211 South Delaware Street
San Mateo, CA 94402
Richard, Director
(650) 344-6612

We would like to extend our warmest welcome to you and your child. We appreciate the confidence you have shown us by placing your child in our care. We look forward to working with you and your child so that he/she can grow in all areas of development – cognitive, social, emotional, physical, and spiritual. Welcome to the Kindercourt Family.

Registration: Before or on the first day of school we will need the forms listed on your "Records for New Children" checklist completed. Please keep the information on the forms up-to-date. Downloadable and fillable forms can be found on our website www.kindercourt.com for your convenience. There is an annual \$50.00 Back-To-School fee for supplies which is due each September. Upon enrollment a \$150.00 registration fee will be charged. This fee is non-refundable.

Fees: The fee for your child will be \$_____. There is a sibling discount given to each Kindercourt Family with two or more children enrolled within our school system. Choice of payment schedule should be made with the director upon enrollment. Tuition is due on the arranged date or a late fee will be charged. Payments are always made in advance. There will be a \$20.00 service charge for bounced checks.

Vacation: Each child is allowed on week vacation free of charge for every 12 months attendance after a 6 month enrollment time.

Holidays: We will be closed on the following holidays:

Martin Luther King Day

Presidents Day

Memorial Day

Columbus Day

Thanksgiving and the Friday following

Two teacher inservice days per year

Labor Day

Good Friday

July 4th

Veteran's Day

Christmas Vacation (2 weeks)

For specific dates please check our website at www.kindercourt.com

*** Regular fees will be charged during all holiday periods. ***

Photography: I give permission for any photographs taken of my child during Kindercourt activities to be used in promotional materials and posted on the Kindercourt website.

Arrival and Departure: Please accompany your child into the classroom. Sign your child in and out daily. When you pick up your child, please make sure the staff is aware of your departure. We will only release your child to people listed on the Emergency Form (LIC700 or with previous written permission), and everyone picking up your child must present a valid photo ID.

Laurel Center
Infant, Toddler, Preschool
1025 Laurel Street
San Carlos, CA 94070
(650) 592-7980

Delaware Center
Infant, Toddler, Preschool, PreKindergarten
211 South Delaware Street
San Mateo, CA 94402
(650) 344-6612

Academy
PreKindergarten, JrKindergarten, Kindergarten
1225 Greenwood Street
San Carlos, CA 94070
(650) 591-4882

Late Arrival: If you arrive after closing time, the first two times a fee of \$5.00 will be charged for the first fifteen minutes, and \$10.00 for each portion of every fifteen minute period thereafter. The third and subsequent times \$1.00 per minute will be charged.

Insurance: Every child is covered while at our school. We gladly pay the premium for each child.

Licensing: We are licensed by the Department of Social Services. We inform you of the right of the licensing agency to perform the duties authorized in section 101195(b) and (c).

Illness: The school is a place for healthy children. Please keep your child at home if he/she is ill. You will be contacted immediately to come pick up your child if he/she becomes ill at school. If your child is ill, your regular fee will be charged. We will be happy to administer prescription medicine. Please fill out a medical release form. If your child is sent home with a fever, the child may not return for at least 24 hours. This eliminates our worry of spreading infection throughout the school and gives your child the extra rest he/she needs. Please also notify the school right away if your child has an infectious / contagious illness or disease.

Field Trips: I give permission for my child to participate in Kindercourt field trips and in the sports program (all trips are announced prior to the event).

Clothing: Please have an extra set of comfortable clothing at school for your child. Playclothes are best since they allow freedom of movement and encourage participation. In the same respect, thongs, cowboy boots, jellies, etc. are not safe for outdoor play at school. PLEASE LABEL ALL CLOTHING AND BAGS. Take home dirty clothes nightly and blankets every Friday. No jewelry or glass containers are allowed at school.

Emergency and Medical Care: I give permission to the Kindercourt staff to drive my child to a local medical facility. I give permission for the Kindercourt Facility Doctor or Emergency Doctor to administer medical aid to my child.

Discipline: We use time out method of discipline. We believe in re-direction of negative energy and talking about inappropriate behavior. We NEVER use any form of corporal punishment.

Conferences: We would be delighted to arrange an appointment with you to discuss your child's progress. Call anytime. We would be happy to complete a developmental progress report on your child. We also reserve the right to terminate services (without notice, if necessary) if your child's need are no longer being met by our program.

Leaving: Please give us four weeks notice in writing if your child will no longer be attending Kindercourt. If you do not, a four week fee will be charged.

On your first day: Please see your director for a list of things to bring the first day. Children may not begin at Kindercourt without proof of current immunizations.

Please sign:

I agree to the above terms:

Childs Name: _____ Director's Name: _____

Date: _____

Kindercourt does not discriminate against race, color, creed, or religion.
We are an outstanding member of the Professional Association of Childhood Education (PACE).

Parent Signature: _____

Date: _____