



Norma's Kiddie Preschool

"The Next Best Thing to Home"

Contract for Licensed Family Home Care

License # 073405413	Tax ID 20-5243656
3080 Kittery Avenue, San Ramon, California 94583	
Norma Carlson, Owner/Director	
Cell # (925) 785-3869	Home # (925) 803-1384
Normaskiddiepreschool.com	Normaskiddiepreschool1@gmail.com

I, _____, am the legal parent/guardian of _____ and agree to enroll the child(ren) at Norma's Kiddie Preschool (NKP) beginning on the following date: _____.

Hours

- NKP is open from 7:30am until 5:00pm.
- Care will be provided on the following days (circle all that apply below):
Monday Tuesday Wednesday Thursday Friday
- Parents/guardians will request schedule changes at least two (2) weeks in advance.¹

Tuition, Enrollment, and Other Fees

- A non-refundable enrollment fee of \$200.00 is due in advance of the first day of care at NKP.
- Tuition is \$_____ per month.²
- Tuition is billed monthly. The entire tuition is due on the 1st of the month.
 - If pre-arranged with Norma, two (2) equal monthly payments may be made instead of payment once per month (due by the 5th and 20th of the month, respectively).
 - Payment may be made via cash, check, or Zelle (David Carlson, **925-785-3870**).
 - If using Zelle, please indicate the child(ren)'s name in the memo line for each month's payment.

¹ Schedule changes are subject to availability and are not guaranteed. Schedule changes, such as adding new days of care, may also be subject to applicable tuition rates.

² Tuition rates are subject to change. Advanced notice will be given to parents/guardians of tuition rate changes.



- Late, incomplete, or returned payments:
 - A late charge equivalent to 10% of the monthly tuition will be added to the total due if tuition is not paid in full by the 5th of the month.
 - Your child(ren)'s spot(s) at NKP may be forfeited if tuition is not paid in full by the 15th of the month.
 - A \$30.00 fee will be charged in the event of a returned check. If two (2) checks are returned, payment will thereafter be due in cash.
- A fee of \$1 per minute will be charged for pick-up after 5:00 pm.
- **NKP does not offer credits and/or refunds for days/partial days missed for any reason.**

PARENT/GUARDIAN INITIALS _____

Vacations and School Breaks

- Tuition is due monthly, even when a child does not attend care, such as when they are on vacation.
 - As noted above, no credits and/or refunds are provided when a child is absent for a regularly-scheduled day of care.
- NKP closes for school break each year during the following times:³
 - Spring Break: One (1) week (Monday – Friday).
 - Summer Break: July 4, plus five (5) additional days of care surrounding the Independence Day holiday.
 - Winter Break: Approximately 10 – 13 days of care, based on the SRVUSD school calendar.
- **Regular payment is still required during vacation and/or break periods.**

PARENT/GUARDIAN INITIALS _____

Holidays

The following Federal PAID holidays will be observed:		
Martin Luther King, Jr. Day	George Washington's Birthday	Memorial Day
Juneteenth	Independence Day	Labor Day
Veteran's Day	Thanksgiving (Wednesday, Thursday, & Friday)	

PARENT/GUARDIAN INITIALS _____

³ Specific dates are determined by the San Ramon Valley Unified School District (SRVUSD) each year. NKP will provide an annual calendar of school breaks to parents/guardians each January for clarity.



Meals

- Morning and afternoon snacks and a nutritious breakfast and lunch will be served each day. Meals and snacks meet the health guidelines of the Childcare Council Food Program.
- Alternatively, a child's parent/guardian may opt to provide meals and snacks for their child for any reason. We understand that your child may have certain preferences and restrictions.

PARENT/GUARDIAN INITIALS _____

Bumps and Scrapes

- NKP will notify one (1) parent/guardian via text (including a photo) if their child gets a bump or scrape on their face while in NKP's care.
- NKP will notify the parent/guardian picking up the child if any other bumps and/or scrapes occurred during the child's school day.
- NKP provides a variety of enriching activities to students and often takes them outside for play. Though NKP staff will make every effort to supervise and ensure a safe environment for all children in its care, NKP is not responsible for any illness and/or injury that may occur.

PARENT/GUARDIAN INITIALS _____

Illness

- Children **MUST** be up to date on all immunizations.
- **Parents/guardians are responsible for keeping NKP up to date on any new immunizations received while in NKP's care.**
- Children may not attend NKP if they have any of the following illnesses:
 - Fever (100°+)
 - Vomiting
 - Head Lice
 - Impetigo
 - Conjunctivitis (pink eye)
 - Green Nasal Discharge
 - Ring Worm
 - Respiratory syncytial virus (RSV)
 - COVID-19
 - Diarrhea
 - Anything Contagious
- For the above-listed illnesses, children are not allowed to return to NKP until after **48 hours** have passed symptom-free (without medication such as Tylenol).



- All prescription medications need to be provided by parent with a signed permission slip for NKP to administer and include specific instructions.
- If your child(ren) needs an EpiPen or EpiPen Jr. to be administered, the parent/guardian will provide instructions on how to administer it to the provider. This is considered part of Incidental Medical Services (IMS), in accordance with Health and Safety Code Section 1597.54(h).
- If NKP contacts you to pick up your child due to illness, you and/or an emergency contact must come within one (1) hour of being notified.

It is not fair to your child, other children, or NKP staff to send a sick child to childcare and/or allow others to be exposed to any known illness(es).

PARENT/GUARDIAN INITIALS _____

Difficult Goodbyes

- Separation anxiety can make goodbyes tough on the child, parent, and provider.
- It is easier to say goodbye **briefly** and give your child a clear indicator that you will be back for them. Sneaking out only increases the anxiety they may feel. **Please limit drop-off and pick-up to 5 minutes or less.**
- Please feel free to contact Norma Carlson, Owner/Director, at any time throughout the day if you would like to check on your child. NKP will make every effort to be responsive.

PARENT/GUARDIAN INITIALS _____

Miscellaneous

What to send with your child(ren):⁴

- Please dress your child(ren) in **play clothes only** and apply sunscreen to them before drop off.
- Parents/guardians should provide extra clothes and a blanket, all labeled with their child's name.
- For health and safety reasons, please do **not** bring any items from home aside from the child's school bag and/or reusable water bottle. Exceptions can be made with notice.

Parent/guardian responsibilities

- Parents/guardians are responsible for **notifying Norma Carlson, Owner/Director, by 9:00am via cell phone (925) 785-3869, if their child(ren) will be absent.**

⁴ NKP is not responsible for lost or damaged items.



- Parents/guardians are responsible for timely updating emergency contact information, immunization records, etc.
- Please provide parent/guardian contact information below:

Parent/guardian name (printed)

Email address

Cell phone #

Parent/guardian name (printed)

Email address

Cell phone #

Parking

- **As a courtesy to NKP’s neighbors, please do not use their driveways to make a U-turn or to park in for drop-off or pick-up.**
- Please note that NKP’s driveway may be slippery when wet.

PARENT/GUARDIAN INITIALS _____

Unforeseen Circumstances

- Hours, rates, and other contract terms are subject to change due to unforeseen circumstances including, but not limited to: wildfires affecting air quality; power shutoffs; and/or pandemics. Advance notice of changes will be given whenever possible.

PARENT/GUARDIAN INITIALS _____

Termination

- Parents/guardians shall give NKP’s Owner/Director, Norma Carlson, a minimum of two (2) weeks written notice if leaving daycare facility. Tuition for the final two (2) weeks is still due to NKP, regardless of whether the child(ren) attends NKP in the final two (2) weeks or not.
- NKP can terminate this contract at any time without advance notice.
- There will be a **one-month** trial period to ensure that this is a good fit for both the provider and the family. Your feedback is important for us to ensure we do the best we possibly can for each child.

PARENT/GUARDIAN INITIALS _____

