



# Parent Registration Agreement

## Private Program

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Schedule Starts: \_\_\_\_\_ (Date)

Family ID # \_\_\_\_\_

1. **Program Service Plan:** My child will become a part of the community at: \_\_\_\_\_ (Center Name & Number)

(Circle the appropriate choice in each category)

**Plan:** \_\_\_\_\_ **Schedule:**  Su  M  T  W  Th  F  Sa

**1st - 8th Programs:**  Before School Only  After School Only  Before & After School

**Off Tack:**  Full Day  Part Day

**Camps:**  Fall  Winter  Spring  Summer (An Addendum Agreement must be signed for Camps)

**Kinder Program:**  AM Kinder or  PM Kinder (Select AM or PM if applicable)

Kindergarten Before School Only  Kindergarten After School Only

Kindergarten Before & After School  Kinder Time Only

**Preschool:**  Full Day  Part Day

**Infant/Toddler:** **Schedule:**  Su  M  T  W  Th  F  Sa

**Other:** \_\_\_\_\_ **Discount of** \_\_\_\_\_ **% applies**

- Monthly Fee:** I agree to a monthly fee payment of \$\_\_\_\_\_ due on or before the **first (1st) day** of each month in consideration for the program services provided by the center outlined above in this agreement. I understand that a \$25.00 Late Payment Fee will be assessed and that services may be suspended or terminated if tuition is not paid by the **seven (7th)** of the month. I also understand that balances unpaid by the **fifteenth (15th)** day of each month may be referred to a collection agency for payment and I will be responsible for any collection costs.
- Registration Fee:** I agree to an initial non-refundable Registration Fee of \$\_\_\_\_\_ due with Enrollment at the start of each new school year. I understand that if services are terminated during the term of this Agreement and I wish to re-enroll my child, a new nonrefundable Registration Fee will be charged.
- Method of Payment:** I understand that my family's Center accepts checks or money orders payable to /Catalyst Kids, and that cash will not be accepted. I understand that there is an online payment option that I can use through Catalyst Family Inc.'s Parent Portal.
- Monthly Fee Rate Changes:** I am aware that the monthly fee is subject to change at any time and that Catalyst Family Inc. shall provide a 30-day written notice to advise of changes during the term of this Agreement. Children starting after the first business day of the month can be prorated based on the daily proration rate for the enrolled program type. However, this will only apply if the prorated total is less than the monthly fee amount. See Site Supervisor for more details.
- Sign In & Sign Out:** I understand that the safety of my child and California state licensing and education agencies require that the person who signs my child in and out shall use their **Full Legal Signature**. I agree to sign my child in and out each day of attendance with my **Full Legal Signature** as represented on this registration Agreement or by the **Full Legal Signature** of an authorized Family Representative as documented on the appropriate Emergency Card and Release Form - Addendum.
- Sign Out & Authorized Family Representatives:** I agree to pick up my child at the designated end time of the program he/she is enrolled. If I cannot pick up my child myself, I will arrange for another Authorized Family Representative (at least 16years of age) to pick up and sign for my child. I understand that if I designate a different person than those identified on the original Enrollment Forms, I will notify the Center in writing and have that person fill out the appropriate Catalyst Family Inc. Emergency Card and Release Form - Addendum.
- Late Pick Up Fee:** I understand Catalyst Family Inc. charges a \$15.00 Late Pick-Up Fee per child for any part of a fifteen-minute increment that I am late to pick up my child after a program designated end time. I understand Late Pick-Up fees will be charged to my account and must be paid in full on or before the 1st of the next month. (Example: Program ends at 6:00 p.m.; actual pick up at 6:05 p.m., results in a \$15.00 Late Pick-Up fee being charged per child.) Three (3) late pick-ups within the fiscal year (July 1 thru June 30) may result in disenrollment of service. I understand that the late pick up fee is per child.
- Meals & Snacks:** I understand that Catalyst Family Inc. offers a variety of full time/part time programs and provides appropriate snacks/meals throughout the day. Depending on the Center and Program, Catalyst Family Inc. meal options may include Breakfast, AM Snack, Lunch, PM Snack and Dinner. I approve my child receiving the meal option that is served at the Center during their Program time.
- Program Plan Changes:** I understand that any changes needed in my child's schedule requires a written request to the Center Site Supervisor at least two (2) weeks in advance and requires approval from the Site Supervisor to be effective. I also understand that these changes will require a new Parent Registration Agreement be prepared and signed. Full monthly fee payment is required until the effective date of the approved change. Any over-payment of fees will be applied toward the monthly fee for the new schedule.
- Withdrawal From Program:** I understand that withdrawal of my child from the program requires an advanced written notice by the 1st or 15th of the month prior to the withdrawal date, and that monthly fees must be paid in full through the approved withdrawal date whether my child attends or not. Withdrawal notices received on the 1st of month will be effective on the 15th of the month and half the monthly fees will be charged. I am aware that a refund will be given for any overpayment of fees and it will take approximately 2-3weeks for the refund to be processed. I am also aware that if I wish to re-enroll my child back into the program, there is no guarantee that a spot will be available, and a non-refundable registration fee will be charged.
- Disenrollment Of Services:** I understand that if a parent/child/family is disenrolled from a Catalyst Family Inc. program for failure to follow Catalyst Family Inc. policies and procedures and/or state guidelines, services will be unavailable for a minimum of one year from the date of disenrollment. If there is an overpayment of fees, a refund will be due. Families may not be re-enrolled into a Catalyst Family Inc./Catalyst Kids program until any outstanding fees are paid in full.
- Absences:** I agree to notify the Center personnel in advance by phone, or in writing, if my child will not be attending the Center for any reason on any day(s) that my child is regularly enrolled. Tuition guarantees my child's place at the Center and remains the same regardless of attendance; therefore, no tuition credits or makeup days will be given for any reason.
- Health History:** I understand that my child must have a **Child's Preadmission Health History** form on file at the Center, as required by the State licensing agency ("Physician's Report" if not enrolled in public or private elementary school; "Parent's Report" if enrolled in public or private elementary school). I agree to provide all required **Child's Preadmission Health History** documentation to the Site Supervisor prior to starting in the program.
- Immunizations & Tb Tests:** I understand that my child's immunizations must be current, and I agree to keep the Center informed of any immunizations that my child has received. I understand that the Site Supervisor for the center will review current information regarding TB tests with me. The State-licensing agency requires that a "California Immunization Record" be kept on file for all non-school age children. School age children enrolled in a public school are not required to furnish a "California Immunization Record."
- Illness & Notice:** I agree to notify immediately the Site Supervisor if my child contracts a communicable disease. I understand that a physician's note may be required before my child is permitted to return to the Center.

- 17. Daily Health Check:** I understand that Center personnel, as required by the State licensing agency, will perform a daily health check. In the event that my child must be excluded from the Center due to health reasons, I will abide by the Center personnel's decision and take responsibility for my child's care. If my child becomes ill while attending classes at school, I understand that the Center cannot be responsible for my child's care and I will follow the school procedures for sick children. I understand, that if my child becomes ill or injured while attending any Catalyst Kids Centers, the agency is held harmless. When requested by Center personnel, I will ensure that my child is picked up from the Center immediately (within one hour) either by an Authorized Family Representative or by myself.
- 18. Medications:** I understand that in accordance with State licensing agency regulations, I must complete and sign the **Medication Administration Release** form if my child must take prescription medication while attending the Center. I also understand that over-the-counter medications require a physician to complete and sign the **Medication Administration Release** form in addition to my signature.
- 19. Licensing Contact:** I understand that California Department of Social Services agencies for childcare centers have the authority to interview many people, including me, my child, and Catalyst Family Inc. staff, and to inspect and audit client or facility records without prior consent. Catalyst Family Inc. is required to make provisions for private interviews with any clients, including children, or any staff members, and for the examination of all records relating to the operation of the facility.
- 20. Code Of Conduct:** I have the right to expect to be treated with respect and, in return, I agree to treat all employees, families, and children with respect. I understand and agree to follow the Catalyst Family Inc. Code of Conduct as stated in the Parent Handbook.
- 21. Personal Rights:** I understand that information (such as behavior, observations, etc.) about my child will be kept strictly confidential among program personnel. I also understand that I may discuss my child's progress at any time. I agree to keep the Center informed of any life changes that may affect my child's behavior while at the Center.
- 22. Behavior & Safety:** I understand that if my child's behavior threatens the immediate safety of other children, adults, staff, or herself/himself while at the Center, I will be notified and agree to ensure my child will be picked up immediately (within one hour) from the Center by myself or an Authorized Family Representative. If my child is suspended from the elementary school, I hereby ensure that my child will be picked up directly from the elementary school. School suspension will result in immediate suspension from Catalyst Family Inc. for the same period and I will be responsible for full tuition to Catalyst Family Inc. during any suspension.
- 23. Enrollment Forms:** I agree to fully complete and provide all forms and documents required for enrollment to a Catalyst Family Inc. Center. Failure to complete the enrollment process will result in disenrollment of services.
- 24. Family Information Changes:** I agree to notify the Center within five (5) days of any material changes (such as change of address, phone number, emergency contacts, etc.) that may occur and differ from information provided at the time of Enrollment.

I have read and understood the Catalyst Family Inc. policies as stated in the Parent Handbook, the Monthly Fee Schedule, and this Registration Agreement. By signing below, I agree to abide by them. I further understand that failure to follow the Center policies may lead to the disenrollment of childcare services.

Parent/Guardian Name (Please Print)	Parent/Guardian Signature	Date
-------------------------------------	---------------------------	------

Parent/Guardian Contact:	Street	City	Zip	Phone #
--------------------------	--------	------	-----	---------

Parent's/Guardian's DOB: \_\_\_\_\_

Parent/Guardian E-mail address: \_\_\_\_\_

Catalyst Family Inc. Representative Name (Please Print)	Catalyst Family Inc. Representative Signature	Date
---	---	------

**My signature below permits Catalyst Family Inc./Catalyst Kids to allow photo/video release for the following:**

- External display, exhibit, record, photograph, reproduce, digitize, modify, alter, edit, adapt, create or otherwise use image on any materials created by or on behalf of Catalyst Family Inc. for materials including but not limited to advertising, public relations, publicity, and promotion of the Company.
- Internal center use only.

Parent/Guardian Signature	Date	Catalyst Family Inc. Representative Signature	Date
---------------------------	------	---	------

**Toddler Component Agreement:** If you are enrolling your child in a Toddler Component of an Infant or Preschool Program, please sign here as your authorization.

Parent/Guardian Signature	Date	Catalyst Family Inc. Representative Signature	Date
---------------------------	------	---	------