



Parent Registration Agreement
Policy Terms & Conditions
Private Program
2025 - 2026

Child’s Name: _____

Center Name: _____ Center Number: _____ Schedule Starts: _____ DOB: _____
(Date) (Date)

PROGRAM

☐ Infant ☐ Toddler ☐ Preschool ☐ TK ☐ Kinder ☐ School-age _____
Grade level

PLAN

☐ School Day Only ☐ All Inclusive

☐ Part Day ☐ Full Day ☐ Before School ☐ After School PM

☐ Before + After School ☐ AM TK/Kinder ☐ PM TK/Kinder ☐ TK/Kinder Before School

☐ TK/Kinder After School ☐ TK/Kindertime Only ☐ Camp ☐ Track: _____

SCHEDULE

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
_____ Start time	_____ Start time	_____ Start time	_____ Start time	_____ Start time
_____ End time	_____ End time	_____ End time	_____ End time	_____ End time

_____ initial that this section has been read

FEES & PAYMENTS

- 1. **Monthly Fee:** I agree to a monthly fee payment of \$_____ due the **first (1st) day** of each month for services provided. This fee amount includes a _____% discount. Accounts are considered delinquent if not paid by the **7th day** of the month and a **late payment fee** of \$50 will be assessed on the 8th of the month. Balances not paid by the 15th day of the month will result in suspension of care. Balances not paid by the end of the month will result in disenrollment.
- 2. **Registration Fee:** I agree to an initial non-refundable Registration Fee of \$ _____ due upon enrollment. I understand that if my child is disenrolled during the term of this Agreement and I wish to re-enroll my child, a new non-refundable Registration Fee will be charged.
- 3. **Method of Payment:** Families may pay fees online through their MySchoolBucks account and have the option to set up automatic payments made directly from a checking account (e.g., Direct Deposit/ACH). While we strongly encourage all families to pay fees online, families may also pay by check or money order payable to Catalyst Kids and mailed to: Main Operating—Tuition Lockbox, P.O. Box 104435, Pasadena, CA 91189-4435. Checks must indicate exact payment amount, FID number, center name, and child’s full name in the memo line. Payments must be mailed by the 1st of the month to avoid delays or late fees. A \$25 fee will be charged for any returned payments, including both physical checks and payments made through MySchoolBucks.
- 4. **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 pro-rated based on the daily rate of the program. However, this will only apply if the pro-rated total is less than the monthly fee amount.

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DROP OFF/PICK UP

- 1. **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.
- 2. **Sign Out & Authorized Family Representatives:** I agree to pick up my child at the designated end time of the program he/ she is enrolled in. 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.
- 3. **Late Pick Up Fee:** I understand Catalyst Family Inc. charges a \$25.00 Late Pick-Up Fee per child if I pick up my child after the scheduled end time. I understand Late Pick-Up fees will be charged to my account and must be paid in full within 72 hours. (Example: Program ends at 6:00 p.m.; actual pick up at 6:01 p.m., results in a \$25.00 Late Pick-Up fee being charged per child.) **There is no grace period.**

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HEALTH & SAFETY

- 1. **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. I agree to provide all required health history documents to the Site Leader prior to starting the program. A **Physician’s Report** is needed if the student is not enrolled in a public or private elementary school which must be provided within 30 days of the first day of attendance.
- 2. **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 Leader 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.”
- 3. **Illness & Notice:** I agree to notify immediately the Site Leader if my child contracts a communicable disease. I understand that physician’s note may be required before my child is permitted to return to the Center.
- 4. **Daily Health Check:** I understand that Center personnel, as required by the State licensing agency, will perform a daily health check. If 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 (within one hour) either by an Authorized Family Representative or by myself.

5. **Medications:** I understand that in accordance with State licensing agency regulations, I must complete and sign the Medication Administration Release form if my child needs to 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.
6. **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.
7. **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.

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ENROLLMENT/DISENROLLMENT PROCESS

1. **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 will delay the enrollment process.
2. **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.
3. **Program Plan Changes:** I understand that any changes needed in my child’s schedule requires a written request by completing the Change Notice Form. **Changes received verbally will not be accepted.** Changes in schedules require the submission of a Change Notice Form by the 15th of the month and must be approved by the Enrollment Specialists. **Changes in schedules and billing will be reflected on the first day of the next month.**
4. **Withdrawal From Program:** To withdraw your child from the program:
- i. Notice Period: Parents/guardians must provide **written, completed and dated change form to the center or enrollment specialist by the 15th of the month** to avoid being charged for the next month’s fees. Parents/guardians are responsible for paying the fees for the remainder of the current month after giving notice of withdrawal, regardless of their child’s attendance during that period.
 - ii. Refunds: No refunds will be provided for fees paid for the notice period or for any portion of next month’s fees if the written notice is not received by the 15th.
 - iii. Re-Enrollment: Parents/guardians who wish to re-enroll their child in the day care program after withdrawal must follow the standard enrollment procedures, and availability is subject to space.
5. **Disenrollment Of Services:** I understand that Catalyst family Inc. reserves the right to disenroll any parent/child/family for failure to follow Catalyst Family Inc. policies and procedures and/or state guidelines, services may 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.
6. **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. I understand that I am responsible for payment of Family Fees for all contracted days whether my child is in attendance or not. 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.**

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CENTER INFORMATION

1. **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 of my child receiving the meal option that is served at the Center during their Program time.
2. **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.

**School Year Fee Policies, Terms and Conditions for
2025-2026 School Year**
Infant / Toddler / Preschool / School Age / Camp Programs

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ADMINISTRATIVE FEES

- **Registration Fee:** \$100 non-refundable registration fee per family is due upon enrollment and annually thereafter at the beginning of each school year.
- **Re-Registration Fee:** \$100 non-refundable registration fee per family is due upon enrollment. This applies to families that disenroll from the program and re-enroll after 30 or more calendar days.
- **Registration Fee for School Year Camp Weeks:** \$25 per week not to exceed \$100 per school year. This applies to families that are enrolled for camp weeks only.
- **Change Fee:** \$35 fee to make any changes such as fees, programs, plans and days.
- **Late Payment Fee:** \$50 per family
- **Discounts**
- **Sibling Discount:** Families will receive a 10% discount for each additional child enrolled in the program after the first child.
- Discounts are applied to the child(ren) with the lowest rates. Limited discounts are available.
- **Preferred Partner Discount:** Active military and school district K-12/county/city employees where Catalyst centers are located will receive a discount. Limited spaces are available.
- Primary Parent/Guardian must be the primary parent/guardian on the account to receive the Preferred Partner Discount and show guardianship.
- Parent/Guardian must provide a current wage stub, letter from employer or assignment of classroom/teaching schedule from the district’s website.

Discounts/Marketing promotions cannot be combined.

Refund Policy: Catalyst Kids has a no refund or credit policy for suspension of care, sick days, pandemic, fires or natural disasters.

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PAYMENT POLICIES

- 1. **Payment Due Date:** All accounts must be paid in full on the 1st day of each month. Accounts are considered delinquent if not paid by the 7th day of the month and a **late payment fee** of \$50 will be assessed. Balances not paid by the 15th day of the month will result in suspension of care. Balances not paid by the end of the month will result in disenrollment.
- 2. **Changes:** any changes in the schedule will require submission of a Change Notice Form by the 15th of the month and must be approved by the Enrollment Specialist. **Changes in schedules and billing will be reflected on the first day of the next month.**
- 3. **Withdrawals:** Parents/guardians must provide written notice of their intention to withdraw their child by the 15th of the month to avoid being charged for the next month’s fees. Parents/guardians are responsible for paying the fees for the remainder of the current month after giving notice of withdrawal, regardless of their child’s attendance during that period. No refunds will be provided for fees paid for the notice period or for any portion of next month’s fees if the 30-day notice requirement is not met. Parents/guardians who wish to re-enroll their child in the day care program after withdrawal must follow the standard enrollment procedures, and availability is subject to space availability. Please note that if you decide to withdraw from an all-inclusive plan and later decide to return, the all inclusive plan will no longer be available.
- 4. **Daily Proration:** Parents will be charged a pro-rated amount for schedules starting after the first of the month. If the pro-rated amount exceeds the regular monthly tuition, they will be billed the lower amount.

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TYPES OF TUITION PLANS

- **School Day Only Plan:** This plan includes regular school days only. This includes early release days and minimum days. School Day Only Plan does not include camp weeks, full-service days or in service/staff development days.
- **All-Inclusive Plan:** This plan includes regular school days, camp weeks, full-service days, district holidays and in service/staff development days. You must register for this plan during the first month of the school year. Schedule changes for non-school days require a change addendum.
- **TK/Kinder Only Time Plan:** This plan is available for TK/Kindergarteners only while 1st and upper grade children are attending school. This includes regular school days, early dismissal, and minimum days **only**. The TK/Kindergarteners must be picked up by the time the 1st and upper grade children are being released. Release times may vary from center to center and will be based on the school bell schedule. If the child is picked up late, an additional fee will be assessed. TK/Kinder time does not include full-service days or camp days. ***This program is not available at all centers.**
- **Drop-In Plan:** This plan is for those families who don’t require regular care or only need it occasionally. Drop-ins don’t need to be scheduled in advance and can be accommodated on a walk-in basis, but availability depends on the capacity of the center. Approval from the center leader is necessary for drop-ins and is subject to the center’s capacity. Families interested in drop-in care must have a current child file with the center.

Days Per Week

Tuition plans offer flexibility with options for 2, 3, or 5 days per week. If opting for the 2 or 3-day plan, parents must select specific days for their children to attend.

Day Types

- **Full-Service Days/In Service Days:** is defined as any day that school is closed but Catalyst is open.
- **Camp Days/Camp Weeks:** is defined as days when Catalyst is open, but school is closed for the district, fall break, winter break or spring break.
- **School Days:** is defined as days when school is in session.

Catalyst Closure Days

- Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving (Thursday / Friday)
 - Winter Holiday (Two Days)
- New Year’s Day
 - Martin Luther King Jr. Day
 - President’s Day
 - Memorial Day

One additional day may be scheduled for In-Service for Staff Development

Full/Half Day Closures: Any full/half day closures will be announced in advance

My signature below indicates I have read and understood the Catalyst Family Inc. policies as stated in the **Monthly Fee Schedule** and **Terms and Conditions** of this **Registration Agreement**. I have received a copy of the **Parent Handbook** or chosen to access it online. I acknowledge that I have read, understand, and agree to abide by these guidelines. I understand that I must acknowledge future handbooks for my child to remain enrolled.

Photo/Video Release:

☐ I understand that Catalyst will use photos for internal use and by checking this box, I allow Catalyst Family Inc./Catalyst Kids to release photos/videos 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, promotion of the Company.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Parent/Guardian Contact: _____ Parent’s/Guardian’s DOB: _____

Street: _____ City: _____ Zip: _____

Phone #: _____

Parent/Guardian E-mail address: _____

Catalyst Family Inc. Representative Name (Please Print)

Catalyst Family Inc. Representative Signature

Date