

**WONDER WORLD DAYCARE & LEARNING CENTER  
ADMISSION AGREEMENT**

**This agreement is made by and between Wonder World (herein after referred to as “CENTER”) and \_\_\_\_\_ Parent/Guardian whose child or children are being enrolled at this Center.**

This agreement summarizes the procedures of the childcare center, the services to be provided, and the fees, which will be charged for these services. By signing this agreement the parent(s) indicates their understanding of, and agreement with the caregiver’s policies.

**The following agreement is made between:**

Parent's Name(s): \_\_\_\_\_  
Child's Name(s): \_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_ Child 1  
\_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_ Child 2  
\_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_ Child 3  
\_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_ Child 4  
\_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_ Child 5

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Emergency Contacts:**

Child/dren Physician \_\_\_\_\_ Phone # \_\_\_\_\_  
Medication my child/dren is taking: \_\_\_\_\_ Child 1 \_\_\_\_\_ child 4  
\_\_\_\_\_ Child 2 \_\_\_\_\_ child 5  
\_\_\_\_\_ Child 3

Allergies or Allergic: \_\_\_\_\_  
Hospital: \_\_\_\_\_ Phone # \_\_\_\_\_  
Medical Insurance: \_\_\_\_\_ Phone # \_\_\_\_\_  
Other emergency contact \_\_\_\_\_ Phone # \_\_\_\_\_  
Names (relation): \_\_\_\_\_ Phone # \_\_\_\_\_

**Orientation:** Wonder World has provided an overview of the program including the following aspects:

- \*Program Goals & Objectives.
  - \*Program Development & Family Support Services.
  - \*Policy & Procedures.
- The following manuals and license are available for review at the Center:  
\*A copy of the Center’s Manual, regarding the Center’s Guidance and Discipline Policy.  
\*A copy of the Minimum Standards Rules, licensing inspection report & Regulations for the Texas Department of Protective Services 401 E. Franklin, STE. 350. Phone # (915) 834-5739 or at [WWW.TDPRS.StateTX.US.com](http://WWW.TDPRS.StateTX.US.com) the child Abuse Hotline is 1-800-252-5400.  
\*The Center reserves the right to refuse services for that day to any child that poses a threat to the safe, healthy, comfortable and stimulating environment of another child or to any other person in the Center.

**Wonder World Daycare Program**

Our program provides many opportunities for social, mental, emotional, physical, and language growth. Our aim is to create a relaxed and positive atmosphere which promotes for each child:

- \*positive self image
- \*provide a positive emotional climate that fosters self-esteem, individuality and independence
- \*an opportunity to express him/her self creatively

All equipment has been carefully selected for the different age groups to achieve the above goals. Our classrooms are set up with a variety of interest centers which stimulate curiosity and imagination. A good balance of quiet and active play, both in and outdoors is provided.

**Immunizations**

Immunizations must be up to date in order for child to attend child care. After one year of age, we require that a TB questionnaire be completed for each child. Also hearing and vision screenings are done yearly for children 4 years of age through 5 years of age.

**Health Policies**

The Center may refuse day care services for the day, if the child incurs:

- \* In case of a medical emergency, the child will be isolated and any First Aid and CPR will be administered at that time.
- \* The parent hereby authorizes emergency medical treatment to a child.
- \* Parents are required to provide up-to-date shot records for each child, including but not limited to, the Tuberculosis Test (TB), Vision and Hearing Screening and Physical before attending the Center.
- \* Medication will only be administered, when prescribed by a physician with child’s name on label.
- \* Any child with a contagious illness, fever, or communicable disease may not attend the Center until the condition has been resolved.

- \* Parents will be asked to pick up a child exhibiting the following signs or symptoms of a temperature of 100 degrees or higher, vomiting, diarrhea, skin rash, or discolored charge from the eyes, nose and/or ears. Your child must be picked up within an hour after the contact is made.
- \* Parent agrees to sign the Emergency Consent Form provided in the Enrollment Packet.
- \* We ask for your patience in this matter, as it is for the health and safety of all the children.
- \* Other health related policies are detailed in the Parent-staff Manual and will be adhered to.
- \* In the case of a serious injury, staff will administer first aid to a child.

**GOALS: Wonder World agrees to**

- \* Provide a safe, healthy, comfortable and stimulating environment at the Center.
- \* A caregiver may only use positive methods of discipline and guidance that encourage self-control, self-esteem, self-independent, self-security, and self-direction, when appropriate for the child's age and development.
- \* Other various developmentally appropriate opportunities for learning new skills.
- \* Provide appropriate supervision and care for the child.
- \* Support and reinforce family and cultural values.
- \* Parental notifications/information will be posted in the Center.
- \* Provide individualized support and services.
- \* Communicate on an ongoing basis with the family and respond to concerns requests in a timely manner.
- \* Wonder World has an open-door policy for all our parents. You may visit your child at anytime during our hours of operation. Events are planned throughout the year, Christmas Program, Thanksgiving luncheon; Graduation and Spring Program. Notices are posted prior to each event.

**Parent Teacher Conference:** Conferences are held twice a year. Parents are encouraged to attend. Issues concerning your children, planned activities, and or other issues concerning your child can be addressed at this time.

Our main objective is to provide a higher quality of care; by reaching Texas Rising Star; State Accreditation.

Curriculums consist of the following: Infants, Toddlers & Two's: Creative Curriculum, Three, four & Five years old: Frog Street and School Age: Based on monthly themes.

**Breastfeeding:** Families are welcome to breastfeed their children. There is an area located in our infant classes that will allow for this. Resources are available upon request.

**Physical Activity and Screen Time Policies:** Outside play is an important part of a child's health and development. We will have outdoor play on a daily basis; weather permitting. Please make sure you send your child dressed appropriately for the weather. Screen time is planned according to lesson plans. Movie day is Fridays.

**Parents agree to**

\*The parent agrees to call the Center no later than 2:00 PM if the child is not to be picked up from school that day. *See schedule of fees*

\*The parent agrees to call the Center by 8:00 am Monday to Friday if the child is not going to attend that day.

\* Actively participate in the initial and ongoing assessment of the child's development, behavior and health.

**Admission Procedures:** \* Provide and complete all necessary information for enrollment prior to the child's attendance to include current immunization records for any children not enrolled in public school.

\* Notify the Center of any address, telephone and custody dispute or employment changes. In the event that staff is unavailable to update information complete slips are available in the front office area.

\*Allow the child's picture to be taken for the Center's publicity in the newspaper, magazines and/or broadcasting on television.

\* The parent agrees to submit payment for services by the 1<sup>st</sup> day of the week if pays weekly or the 1<sup>st</sup> day of the month if pays monthly in accordance with Wonder World fees. (Late fees apply)

\*The parent agrees that fees will not be changed or credited due to holidays, short term illness and occasional absences.

\*The parent agrees that a 2 week written notification is required before with withdrawing the child/dren from the Center.

\*The parent agrees to provide copies of legal documents, such as custody disputes or divorces that involve the child/dren.

\* The parent agrees that they will not hold Wonder World Daycare, its Director, Assistant Director, teachers or any other staff member working at the Center responsible for any medical aid rendered and parents will assume all financial responsibility for expenses incurred for the care of their child/dren.

\*Communicate on an on-going basis with Wonder World staff. Parent also agrees to participate or volunteer in the child's care center's operation and activities.

\*Your child must be signed in and out by parent or authorized adult each day. Please have I.D. available. Children must be accompanied in the center at all times by an adult. At no time will a child be permitted to walk out of the center alone. We ask that you take all necessary precautions to keep children safe in the parking lot as cars are constantly driving through.

All proper contacts must be met in order for your child to be released to anyone other than their parent.

**Transportation: Drop-off/Pick-up procedures**

Children will **only** be release to those persons authorized in the Enrollment Application.

- \* The Center reserves the right to refuse services to any child or children that poses threat to the safe, healthy, comfortable and stimulating environment of any other child or staff member at the Center.
- \* The parent will provide transportation for the child to the Center and Community activities unless otherwise previously agreed upon.
- \* The parent authorizes emergency transportation for the child if he/she requires emergency medical treatment.
- \* The parent agrees that by signing this agreement constitutes as prior authorization to transport their children to and from any activities such as field trips, water activities and summer program activities. Advance notification will be posted prior to any field trips and/or water activities.
- \* Parent agrees that the Center has a maximum of one hour to pick the child due to situations/conditions out of Center’s control.
- \* If an authorized adult is not at the Center to pick up the child at the scheduled time, the family will be charged for emergency care for the child in accordance with Fee schedule.
- \* The parent hereby releases Wonder World of any liability in the case of an accident while transporting the child and/or while rendering First Aid/CPR.
- \*Parent is aware that the Center will wait a maximum of three minutes at the designated area for each family. If the child is not there, the Center will leave to the next scheduled route. After this, it’s the parent’s responsibility to arrange for transportation. This is to ensure that all children will be picked up in a safe and timely manner.

**Food Service:**

Our center is a participant of the Child & Adult Care Food Program managed by the Department of Agriculture. We provide delicious, nutritious meals at no extra charge. No outside foods are permitted. Special diets will be accommodated with a doctor’s note. In order to be served he/she must be at the Center at the time the meal is served, if the child is going to be late, the parent must call the Center 1 hour prior to the meal accountability to be included in the preparation.

**Meal times**

Breakfast-----7:30am	Lunch-----11:30am	Supper-----5:00pm
AM Snack-----9:30am	PM Snack---2:45pm	Evening Snack-----7:15pm

**Birthdays**

\*Parents may bring a cake and ice cream for their children to celebrate their birthday with their classmates.

**Hours of Service:** The Center is open from 5:30am to 8:00pm Monday thru Friday, Year-round. The parents are encouraged to walk-in and visit the Center at any time without prior notice to the Center. (Maximum of 12 hours of care are allowed daily)

**Holidays / Vacations**

The Center is open daily and will close on the holidays listed below:

New Year’s Eve and New Year’s Day	Memorial Day, Labor Day	Fourth of July
Thanksgiving Day and the day after	Christmas Eve and Christmas Day	

**NOTE:** The Center reserves the right to change Holidays from those listed above; a notice will be posted at least (6) six days prior to the date the Center intends to close for the day.

**Inclement Weather:**

In the event of closures the center will follow the SISD schedule. Early closures parents will maybe notified via local news stations or telephone calls. There will be no reduction in tuition for these days.

**WONDERWORLD WILL NOT REFUSE CHILD CARE SERVICES TO ANY CHILD ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN OR GENDER.**

**Rest period**

\*The Center will provide sleeping cots for the children. Each child needs to bring a small blanket marked with his/her name. Please wash the blanket weekly or more often as needed.

**Personal Belongings**

\*Every child will need a complete change of clothing, a toothbrush & toothpaste (Ages 1 year of age & older) and a comb or brush. You will be asked periodically for Kleenex. All these items need to be labelled with

child's name. Soiled clothing will be sent home and should be replaced with a clean set. Toys should only be brought on specified days. **We are not responsible for broke or lost items (toys, jewellery, eyeglasses, etc.).**

\*Children in diapers will need at least 5 diapers and ample wipes must be provided daily. Your child will be changed every two hours or as needed so please make sure your child has enough items to cover the day.

Parents Conferences:

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## Fee Schedule & Payment Policy

I agree to pay the amount of \$\_\_\_\_\_ per (week), or \_\_\_\_\_ (monthly), Full time (12hrs)\_\_\_\_ or Part Time(6 hrs)\_\_\_\_ And \$50.00 per year registration fees (unless this charge is waived), whether my child or children attend the Center or not.

I further agree to pay any additional charges in accordance to the following list of charges and or penalties:

### **PLEASE MAKE SURE YOU READ AND INITIAL EVERYTHING, THANK YOU.**

Pay the specify fee by:

\_\_\_\_\_ Daily payment: must be paid by that day when you drop him/her off or pay the day before.

\_\_\_\_\_ Weekly Payment: must be paid by Monday prior to the rendering of services.

\_\_\_\_\_ Bi-weekly Payment: must be paid by the 1<sup>st</sup> Monday prior to the rendering of services.

\_\_\_\_\_ Monthly Payment: must be paid in advance by the 1<sup>st</sup> of each month.

### **A late charge fee of \$5.00 per day will be assessed to the parent,**

\_\_\_\_\_ If Daily Payment: NO daycare Service when you drop him/her off.

\_\_\_\_\_ If Bi-weekly Payment: the parent not paid by the 3<sup>rd</sup> day of the first week.

\_\_\_\_\_ If Weekly Payment: the parent not paid by Wednesday.

\_\_\_\_\_ If Monthly Payment: the parent not paid by the 3<sup>rd</sup> of the month.

\_\_\_\_\_ A \$5.00 charge will be assessed to the parent for transportation, if advance notice is not given to the Center by 2:00pm for the child not to be picked up that day.

\_\_\_\_\_ \$3.00 fee for no sign in and or sign out on **PROCARE SOFTWARE (you may have a pin number)** and \$1.00 extra everyday that you don't clear your account.

\_\_\_\_\_ A \$5.00 transportation fee will be assessed to the parent if the Center goes to pick up the child and the child is not at the appointed time and place to be picked up.

\_\_\_\_\_ A fee of \$30.00 if returned checks. Checks that are returned to the Center must be paid within 3 days.

\_\_\_\_\_ Your child will not be admitted to the Center until your account is clear.

\_\_\_\_\_ Any care past the time agreed upon with this contract will have an additional charge for the extended care. THE FEE FOR THE EXTENDED TIME IS \$1.00 "PER MINUTE, PER CHILD". This fee must be paid at the time the child is picked up.

### **ALL PAYMENTS SHOULD BE MADE BY CHECK, MONEY ORDER AND/OR CASHIER'S CHECK MADE PAYABLE TO WONDER WORLD DAYCARE. (ASK FOR RECEIPT)**

\_\_\_\_\_ The Parent agrees that they will **NOT** receive refund of their payment if they paid in advanced and if they cancel the daycare service for any reason.

#### **General Information**

**Health Check:** There will be an initial health check done at the time the child is dropped off. IF a child becomes ill during the day, the parent or emergency point of contact will be called and the child **MUST** be picked up **WITHIN THE HOUR**. IF THE CHILD IS NOT PICKED UP WITHIN ONE HOUR, THE CENTER WILL MAKE PROPER ARRANGEMENTS WITH THE AUTHORITIES FOR ALTERNATIVE CARE FOR THE CHILDREN. ALL CHARGES INCURRED BY THESE ARRANGEMENTS WILL BE THE SOLE RESPONSIBILITY OF THE PARENT.

**Philosophy** \*Wonder World Daycare & Learning Center is based on extensive research and inspired by the work of Family Child Care Curriculum, teaching through quality care by Sharon Woodard and Texas school ready program, for the pre k class. We also support our lesson plan with the books from Howard Gardner's theory of multiple intelligences. We've arranged these multiple intelligences into 8 distinct ways that kids can be intelligent, or our 8 "Smarts":

- **Word Smart:** Each class has a **Library** and by **Reading** them stories we encourage them to the narrative of expressing with imagination their own stories which would develop **Writing** and excels at learning and using new words. It also helps to teach them to listen better and appreciate the meaning of silence.
- **Math Smart:** Explores patterns and numbers, and enjoys figuring out how things work.
- **Body Smart:** **Manipulatives** and **Blocks** encourages developing body language, helps the coordination with sports, movement challenges, dancing and other physical activity.
- **Design Smart:** **Art** “The visualizer” loves to understand maps, draw, build, design and create.
- **Music Smart:** Has a natural sense of rhythm, and enjoys singing, playing instruments and listening to music.
- **Nature and Science Smart:** Recognizing our nature as human beings, exploring with natural resources like earth, water, oil, identify animals and care for living things.
- **People Smart:** “The socializer” likes to work in groups, learning to share or pretend to be someone else with **Dramatic plays** and is sensitive to the feelings of others.
- **Me Smart:** Likes to be introspective, is in-tune with their personal feelings and thoughts and enjoys working alone.

\*Our classrooms include learning centers full of ways for kids to explore and investigate all eight areas, and to build problem-solving and critical thinking skills. In Wonder World we support love and nurture to all our children.

**THIS AGREEMENT IS BEING AGREED UPON TO BY AND BETWEEN BOTH PARTIES. It is understood that there is no modifications to this agreement unless is mutually agreed by both parties and specified in the space below:** (if there is no modifications, please write “NONE”). Policies are reviewed annually and updated if necessary.

This agreement is being agreed upon and entered into by both parties this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Parent or Guardian’s Signature

\_\_\_\_\_  
Center’s Representative