

## 2019-20 CHILD CARE RULES, ELIGIBILITY & APPLICATION AGREEMENT

**\*Any Vista Adult School student enrolled in the ESL, Prep, HSD, HSEE or CTE program is eligible to access the child care services while attending class at VAS on a space available basis. Parent must present child's birth certificate to verify age, and vaccination record along with this completed Agreement and Emergency Contact form to be considered for enrollment in the child care program.**

1. Child care is only offered Monday – Thursday for the students attending ESL/PREP/HSD/HSEE/CTE classes at Vista Adult School. You may leave your child in child care for the day session between **8:00 am – 9:00 AM** or for the night session between **5:00 pm – 6:00 pm** depending on your class start time. The child must be picked up within 10 minutes of class ending. Child Care is only open when VAS classes are in session.
2. Child Care Center is located in Room 505 and services are only available to those pre-approved for enrollment in the program.
3. You may **not** leave your child while you go shopping, to work, or to the doctor. You **must** be in class. Parents who leave school grounds while their child is in the school's care will have their child care privileges terminated for the remainder of the year.
4. Before dropping off your child, please make sure they had a meal as there will be no food provided during this time. Children will not be allowed to bring food or drinks into the child care room.
5. For the morning child care session, children must be between the ages of 3-5 years old and must be **fully** potty trained.
6. For the night child care session, children must be between the ages of 3-12 years old and must be **fully** potty trained.
7. Children who experience bathroom accidents will need to be tended to by their parent. We recommend parents keep a change of clothes with them for these situations.
8. Children who are experiencing symptoms of illness (fever, vomiting or other signs of infection) should not be brought to child care. If a child exhibits signs of illness while in the school's care, their parent will be required to remove them immediately upon notice.
9. Due to the high demand, you may only enroll up to two children in the child care center.
10. Due to high demand for our child care services, enrolled children must attend at **least 80%** of the total class days in a month. You must have a written doctor's excuse if absent three or more consecutive days in order to remain in the program.

If you are going to be absent two or more days, please notify the school at **760-758-7122**. If you are absent three times without notifying the school, you will lose your space.

11. You may not ask for more than one short vacation (2–3 weeks) during the year without losing your space. If you are absent frequently, we will put you at the bottom of the waiting list so someone else can attend.
12. Label your child's clothing items (jackets or sweatshirts) with their name. No other personal items like toys or blankets will be allowed to be brought into the child care room.
13. Children will be supervised and assisted with homework, activities and play in the classroom.
14. If a child is continuously disruptive and the problems cannot be resolved after two parent contact warnings, the child will not be welcome to participate in the child care services.
15. Be on time to pick up your child when your class ends.

I have read and agree to the stated rules and requirements:

Parent Full Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Select one: \_\_\_\_\_ Morning Child Care \_\_\_\_\_ Evening Child Care

Child # 1 Full Name (print): \_\_\_\_\_ Age: \_\_\_\_\_

Child # 2 Full Name (print): \_\_\_\_\_ Age: \_\_\_\_\_

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**To be completed by the office only:**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason \_\_\_\_\_ Wait List: Yes No

Date to start child care program: \_\_\_\_\_

Child approved to attend: \_\_\_\_\_

DOB: \_\_\_\_\_

Immunization record complete: Yes No Birth Certificate copy provided: Yes No

Child approved to attend: \_\_\_\_\_

DOB: \_\_\_\_\_

Immunization record complete: Yes No Birth Certificate copy provided: Yes No

Parent notified of approval/denial/wait list status and if approved given a copy of all paperwork and their start date. Yes \_\_\_\_\_ No \_\_\_\_\_, reason: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*THIS AGREEMENT IS ONLY VALID FOR THE CURRENT SCHOOL YEAR\*\***