



## ADMISSION AGREEMENT

I/we agree to enroll \_\_\_\_\_ in the Cal Poly Pomona Children's Center a program of the Associated Students, Inc. of California State Polytechnic University, Pomona (Cal Poly Pomona), which provides early childhood education services for children between the ages of two years through entry into first grade. Additionally, we offer a school age program during the summer.

I/we, the parent/guardian/authorized representative of the above named child agree to the following:

- I/we agree to attend a Children's Center Parent Orientation meeting
- I/we have received a copy of the Children's Center Parent Handbook and agree to read and abide by its terms.
- I/we agree that the Children's Center staff have explained the center's policies and procedures, and my questions about the program have been answered to my satisfaction.
- I/we are aware of and agree to the Children's Center's "NO REFUND" policy for Admission and Registration fees
- I/we understand that there is no credit for absences due to cold or flu.
- I/we understand that a child who is absent for three (3) consecutive days or more due to illness must bring a "Return to School" notice from their health care provider stating that the doctor approves the child's return to school.
- I/we understand that parents may not knowingly bring their child to school with a fever of 100 degrees or more and that children must be fever free for a complete 24 hours without fever reducing medication before returning to school.
- I/we agree to pay the tuition/rates and charges either once per month on the first (1st) of each month or to pay twice per month on first (1st) and the fifteenth (15th) of each month according to the payment option I/we selected.
- I/we have received the Notification of Parent's Rights, Caregiver Background Check Process and Personal Rights
- I/we have received a copy of Facing Facts: A Parent's Guide to the Understanding of Child Sexual Abuse pamphlet
- I/we have received a copy of the Parent Participation Information and Parent Volunteer Guidelines.
- I/we agree to notify the Children's Center office in writing at least ten (10) working days prior to withdrawing my child from the program.
- I/we understand that all charges are to be paid by the final withdrawal date.

I/we agree to abide by the conditions of this Admission Agreement for the Cal Poly Pomona Children's Center.

Print Parent's Name \_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Name \_\_\_\_\_ Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only:

A copy of this agreement was given to the parent/guardian

A copy of this agreement was retained as a file copy

Center Staff Initials \_\_\_\_\_

California State Polytechnic University Pomona  
Associated Students, Inc. in partnership with the Division of Student Affairs  
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