

Bakersfield Play Center Parent Handbook



*Come experience the difference of
learning through play!*

1620 Kentucky Street
Bakersfield, CA 93305

(661) 325-4064

bakersfieldplaycenterinfo@gmail.com

#150400032



Serving Bakersfield's Children Since 1952

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Board of Directors

Title	Name	Phone	Email
President	Adriana Vasquez	661-472-8644	adriavasquez567@gmail.com
Vice President	Gabe Ulloa	661-496-4739	gabeulloa1@gmail.com
Secretary	Bryn Milton	646-319-0852	brynrandolph@gmail.com
Co-Treasurer	Jessica Wilson	209-988-9513	jesmwilson19@gmail.com
Co-Treasurer	Karena Manriquez	661-497-2803	kmanriquezg@gmail.com
Parent Liaison	Juliana Arreola	661-978-5697	juliearreola01@gmail.com
Parent Liaison	Erica Rodriguez	661-444-8525	Olivaerica02@gmail.com
Director of Education	Angie Esparza	661-316-7437	aesparza.age@gmail.com

*If you have any questions or concerns,
please feel free to contact us.*

WELCOME!

A warm and heartfelt welcome to all our Bakersfield Play Center (BPC) families! We are looking forward to a wonderful year with our preschool community.

Since the 1950s, we have taken immense pride in being an integral part of countless families' lives throughout Kern County. Our belief in the power of play and the magic of experiential education drives our success. Our preschool embraces the idea that parents and teachers, working together, can create a loving and enriching environment for our children to play, learn and grow.

Originally established as a co-op preschool, open only M-Th from 9am – 12pm, we've come a long way. BPC now offers fulltime daycare to accommodate the needs of our families. We have preserved much of our founder's "co-op philosophies" and strive to maintain our cohesive community spirit and collaboration.

This Parent Handbook serves as an invaluable resource, designed to address any questions or concerns that may arise throughout your journey as a BPC parent. The handbook offers insights into our educational philosophy, daily routines, safety procedures, and communication channels.

Yes, it is true that joining a co-op inspired preschool comes with many responsibilities. And yes, we believe the payoffs are countless! By actively engaging in our day-to-day activities, you will become an integral part of your child's early education, gaining insights into their development, strengths, and challenges. Together we build a foundation for a lifetime of curiosity, love for learning, and some lifelong friendships.

Being a parent is a demanding and time-consuming role, often leaving little room for additional commitments. We acknowledge the challenges that busy parents face and are here to help you optimize your availability as BPC parents. From volunteering in the classroom, to fundraising, to volunteer hours, we promise that all your efforts are well worth the payoffs.

Our educators are passionate about guiding young hearts and minds, and we are committed to creating a nurturing environment where your child can flourish.

Once again, welcome to BPC! We are honored to be a part of your child's growth and development and look forward to many beautiful moments together in the upcoming year.

Sincerely,

Angie Esparza
Director



Our Philosophy

Since 1952, BPC has been committed to enhancing the development of the whole child. Our child-centered philosophy allows children to learn through play experiences and explore concepts at their own developmental pace in a family-oriented atmosphere. With over 70 years of experiential education, BPC strives to instill mindful habits and positive attitudes in our children through group activities and engaging projects.

Goals for Our School

For our children, an opportunity:

- To develop at their own rate.
- To express their creativity using art and play material freely, constructively, and creatively.
- To learn to be independent – to solve their own problems and do things for themselves.
- To enjoy a preschool experience which will simplify adjustments in elementary school.
- To learn to establish close relationships with adults other than their family.
- To learn limits of behavior regarding safety, health, and respect for the rights of others in a healthy, safe, and nurturing environment.
- To extend and enrich their understanding of the world and other cultures.
- To increase their ability to handle their emotions constructively.

For parents, an opportunity:

- To share your child's first experience away from home.
- To become more aware of your child's world and to understand his or her behavior based on knowledge of growth and development.
- To achieve a more positive approach to the child-adult relationship through professional guidance and shared experiences with other parents.
- To learn techniques of working with children and insight into human relationships through participation in the parent-education program.
- To grow in understanding of the needs of the other adults and the needs of the group.

For the school, an opportunity:

- To provide the best preschool experience at the lowest possible cost.
- To utilize the diverse interests and skills of all the parents.
- To accept, without discrimination, families seeking membership who are willing to participate wholeheartedly in membership discussions, presenting thoughts openly, and working toward consensus decisions.
- To maintain the highest possible standards for the preschool by sharing our ideas to raise the standards of parent-participation preschool.

School Year Schedule

Co-op Program	Daycare (<i>includes co-op program</i>)
<ul style="list-style-type: none"> • First Day of School – August of current year • Days/Hours – Mon.-Thur. 9am – 12pm • Holidays – All Holidays and Breaks on the Bakersfield City School District Calendar 	<ul style="list-style-type: none"> • School Days – Year-round, Monday – Friday • Half Day – 9am-3pm • Full Day – 7:30am – 5:30pm • Holidays – See Standing Rules, Section II

Daily Schedule Preschool ½ Day

Caterpillars & Butterflies (2/3's)	Transitional Kindergarten (TK 4/5/6's)
8:45-9:00 Working parents arrive & setup 9:00-9:50 Work Time (Child Initiated) 9:50-10:00 Transition (Hygiene/Potty) 10:00-10:15 Large Group Time (Calendar, Story) 10:15-10:40 Transition (Hygiene/Snack) 10:40-10:55 Music/Movement Time 10:55-11:05 Transition (Hygiene/Potty) 11:05-11:50 Outdoor Play 11:50-12:00 Clean-up, Dismissal	8:45-9:00 Working parents arrive and setup 9:00-9:50 Arrival/Outdoor Play 9:50-10:10 Large Group Time (Calendar, Story) 10:10-10:30 Small Group Time (Adult – Initiated) 10:30-10:50 Transition (Hygiene/Snack) 10:50-11:35 Work Time (Child Initiated) 11:35-11:55 Music Time – Movement 11:55-12:00 Dismissal
Objectives	TK Objectives
Shape recognition Number recognition Develop fine motor skills Movement activities/music Acclimate to school environment Exploring arts through creative material Follow simple classroom instructions Independence (potty training) Color recognition Develop socialization skills Ignite curiosity (Science)	Alphabet recognition and beginning sounds Counting numbers 1-100 Recognition of numbers Problem solving skills Critical thinking skills Develop fine motor skills Early listening/story time Follow classroom instructions Exploring arts through creative material Develop social/relational skills Movement activities/music Achieve independence Ignite curiosity (Science)

Our Curriculum

Bakersfield Play Center's curriculum is based on Creative Play. Creative Play is a central activity in the lives of healthy children. The importance of creative play in children's healthy development is well supported by decades of research. Play helps children weave together all of the elements of life as they experience it. It is an outlet for the fullness of their creativity, and it is an absolutely critical part of their childhood!

Our goal for your child is to promote an atmosphere conducive to learning through direct, hands-on experiences with people, objects, events, and ideas. With Creative Play your child's playful spirit will blossom and flourish.

In each class, the teacher acts as the facilitator and guide in a hands-on approach to learning through play. Daily activities are designed to stimulate social, emotional, cognitive, and physical growth through art, drama, science, music, stories, and free flow play. Fine and gross motor skills are developed through a wide variety of carefully chosen toys, games, puzzles, activities, projects, climbing apparatus, and riding equipment.

For Caterpillars (2-year-olds) and Butterflies (3-year-olds):

We encourage socialization skills such as sharing, cooperation, and communication. The children are also exposed to shapes, colors, numbers, and letters. We have a full hygiene program to help kids before, during, and after they are potty trained.

For TK (4, 5 & 6 year-olds):

We expand the child's knowledge of shapes, colors, numbers, and letters, in addition to introducing literacy in preparation for kindergarten. In addition, children interact in dramatic play where they enhance their creativity and develop problem-solving skills.

Potty Training:

We are happy to help your child become potty trained. We do require that your child wear, and you provide, pull-up style training pants during this process and until the child is ready to wear underwear. Please supply plenty of clothes.

BPC Membership Responsibilities



Attend Parent Orientation and Parent Meetings

- Parent Meetings and Orientation are mandatory.

Required Parent Meetings:

- 5 per year (September/November/January/March/May)
- If you do not attend these required meetings, you will be charged a \$25 missed meeting fee per missed meeting.

Volunteer Hours

- A minimum of 15 hours per family is required per semester, (30 hours/year total), to help maintain BPC.
- The Parent Liaison will communicate monthly all available volunteer opportunities.
- A \$10/hour fee for each incomplete hour will be billed at the end of each semester.

Work Parties

- All families are expected to participate in a minimum of 1 work party per semester.
- A \$100 fee for non-participation will be billed at the end of each semester.

Fundraising Requirement

- A minimum of \$400 per family, which goes directly towards bridging the gap between our tuition and actual costs.
- If one-half (\$200) is not met by December 30th, we will apply the balance to your next tuition payment (January). If the other half, (\$200) is not met by April 1, we will apply the balance to your next tuition payment (May).

Snack

- No additional fee is required for this service.

Volunteer Documentation Requirements

California Law states that in order to volunteer in the classroom, you must submit current documents that you have received the following necessary immunizations from your doctor/health care professional:

- Tuberculosis (TB)
- Measles, Mumps, and Rubella (MMR)
- Influenza - Please see Director if the waiver is needed
- TDAP (Pertussis/Whooping Cough)

Without the current documents, you will be unable to volunteer in the classroom. Pending documents will result in a pause in the child's participation.

Bakersfield Play Center Preschool Expectations

Suggestions & Guidelines for Participating Parents

Co-op Program Parent Classroom Participation M-TH (no daycare)

4-day program – Parent classroom participation 4 times per month

8:45am to 12:30pm on the day your family is scheduled. Please stay until all responsibilities have been completed.

- Arrive NO LATER than 8:45 AM on your workday. You will be considered late if you arrive after 9:00am. Parents will be assessed a \$30 late fee if not at BPC by 9am on your workday.
- Communicate with teachers and ensure that you understand your daily responsibilities.
- Stay engaged in the flow of the morning activities. Help create an atmosphere of attention.
- Offer something positive and be patient especially when a child is disrupting the classroom.
- Cell phones should only be used in an emergency during class time.
- No smoking on school premises.
- Speak quietly, with as few words as possible. Use words to help children feel confident and reassured.
- Get down to the child's level when talking to him/her.
- Wear appropriate, comfortable clothing.
- Give a child the choice of conforming to the rules of the group and accepting the consequences of nonconformity.
- The safety and physical welfare of the child comes first. Have eyes in the back of your head. Consistently scan areas.
- Anticipate troublesome situations and redirect. Learn to anticipate and prevent undesirable behavior by finding alternatives for a child's aggressive behavior.
- Give positive directions to children. This helps the child learn a better or more acceptable way of doing things. Avoid the words "don't" and "no" when giving directions.
- Give a choice only when you intend to leave the choice up to the child. Example: "Time to go outside" not "Shall we go outside?"
- If the child says no, then you are faced with the problem of making him/her do something they "chose" not to do.
- Avoid motivating a child by comparing one child to another or encouraging competition.
- Reinforce your suggestions to children by taking a child by the hand and leading him/her in the right direction.
- Let the children attempt activities that may be beyond their capabilities in order to encourage independence but be ready to lend a helping hand to avoid reaching the point of frustration.
- Allow children to work out their own solutions.
- Encourage children to verbalize.
- Respect children's absorption in their work or play.

Give Positive Directions:

Say:

- A. "Keep the puzzles on the tables"
- B. "Turn the pages carefully."
- C. "Wipe your brush on the jar."

Don't Say:

- A. "Don't dump the puzzle pieces on the floor."
- B. "Don't tear the pages."
- C. "Don't drip paint on the floor."

Bakersfield Play Center Safety Procedures

In your duties while working at BPC, keep safety in mind, and remember, “An ounce of prevention is worth a pound of cure,” particularly when involved with the following:

- When lifting children or heavy items, always bend at the knees, not the waist. Keep your back straight!
- All accidents and/or hazards MUST be reported immediately. You must fill out the appropriate forms.
- When supervising outside or inside playtime, make sure all children observe and follow safe practices.
- When supervising the use and observing the conditions of children’s toys or equipment, remove any item which may be unsafe and report the potential hazard. Do not allow children to misuse or abuse any items.
- The director and/or teachers only should handle situations involving bodily fluids.
- Parents may use the restroom inside the office.

Injuries

Injuries at school

- Although most injuries are of the skinned knee variety, all injuries are to be reported to the staff.
- Children requiring first-aid should be escorted to the teacher or director.
- First-aid supplies and accident forms are located in the first-aid cabinet in the office and in each classroom.
- An accident form must be completed by the adult witnessing the injury and signed by the staff member.
- One copy of the accident form should be put in the child’s cubby to go home and the other will be placed in the school file.
- The report will state how the injury occurred and what treatment was administered, if any.
- Most parents appreciate knowing the circumstances of their child’s injury, no matter how minor.

Serious Injury:

The staff will handle injuries of a more serious nature and, if necessary, procedures stated on the child’s emergency card will be followed.

Illness Prevention

As required by the State of California, the Director and/or Teachers of BPC will inspect your child upon arrival. Children that are ill will not be accepted for care. We encourage your cooperation in keeping your child at home when he/she is ill. BPC is responsible for seeing that children with obvious symptoms of illness are not accepted.

When should I keep my child home?

Please keep your child home if he/she has ANY of the following symptoms within 24 hours of a school day:

Temperature of 100 or Higher	Diarrhea	Vomiting or Chills
Unexplained Pain	Runny Nose	Earache
Unexplained Rash	Sore Throat	

- Fever accompanied by behavior changes and other signs or symptoms of illness Example: Decrease in normal activity level such as wanting to lie around or tiring easily
- A Fever is defined as having a temperature of 100 degrees Fahrenheit or higher when taken under the arm, 101 degrees taken orally, or 102 degrees rectally.
- A child must be free of a fever for 24 hours before they can return to BPC. This means the child is free of fever without the aid of any fever reducing medications.
- You may also want to keep your child home if he/she is overly tired or upset. Please alert the staff to any unusual circumstances at home that may affect your child's behavior at school.

The school should be notified in Brightwheel each day that your child is absent

Please specify whether he/she is ill.

If your child becomes ill at school, he/she will be separated from the rest of the class and monitored by a teacher or director, and you will be notified to pick him/her up. Please keep emergency information current and be sure that someone can be reached in case of illness and or accident/injury.

Prescription and Nonprescription Medication

If medication needs to be given at the center, parents are required to see Director and complete and sign a medical permission form. Staff is only allowed to administer medication that has been provided by the parent and/or prescribed by a physician. We ask that parents administer medication at home, when possible, to minimize the number of doses required to be administered at the center. Children who require the use of an inhaler for asthma during the school day must have a written statement from the physician and signed by the parent. Please see your child's teacher for more information and/or how to obtain a medication form.

Emergency Procedures

I. Fire Procedures

- i. All Rooms are to be vacated when the alarm bell sounds. Alarm is pull-activated and is located in the hall. Any adult is authorized to sound the alarm in an emergency.

II. Evacuation Procedure

- i. Teachers with the assistance of parents escort the children to the nearest safe exit and walk to the far fence inside the playground area. **Adults should position themselves between the children and the building.**
- ii. The teacher will check the bathroom and each classroom in her area, turn out all lights, retrieves attendance sheet, and closes the doors upon the exit
- iii. The director will check the office, gets the key to the back gate, and the emergency cards for all children.
- iv. The director will assure that all children and adults are accounted for. The teacher and the parent volunteers should do a preliminary head count to be verified by the director.
- v. After the head count is verified, the director reports the drill to the Bakersfield Fire Department if necessary, and the children may return to their scheduled activities.
- vi. In the event of an actual fire, the teacher and or the director will lead the children through the gate.
- vii. Evacuation plans are located in each classroom.
- viii. Children are to remain under the supervision of a responsible adult at all times

III. Fire Extinguisher

- i. A fire extinguisher is located in each classroom and or in the hallway near the fire alarm.

IV. Earthquake Procedure

- i. Children Outside
 - i. Direct the children to the safest area of the yard or parking lot away from buildings, trees, or power lines. Children should assume the “duck, Cover, and hold” position and the adults should use their bodies to shield the children as much as possible.
- ii. Children Inside
 - i. Direct the children away from windows and areas where falling cupboards, furniture, toys, etc., might be hazardous. Whenever possible children should use sturdy furniture as protection by crawling beneath items such as tables and assuming the “duck, cover, and hold” position. Adults should shield the children with their bodies as much as possible. Keep calm and quiet. Reassure children in a positive, quiet voice, giving simple explanations in a matter-of-fact way.
- iii. Earthquake preparedness
 - i. Each class will review the “duck, cover, and hold” earthquake drill monthly

V. Major Disasters

- i. In case of a major disaster, children will be held at school until 5:30 PM and then transported by staff or emergency personnel to the nearest evacuation center. In case of an earthquake or other emergency, your child will be released only to those persons(s) listed on his/her Emergency Contact I.D. form. The teachers will remain in the evacuation center until ALL children are picked up. Please be prompt – our teachers need to get to their own families also.

VI. Evacuation Sites

- i. Boys and Girls Club, 801 Niles, Bakersfield, 93305
- ii. Bakersfield College, 1801 Panorama Dr., Bakersfield, 93305



Check-In & Check-Out

- I. Title 22, Section 101229 (State Licensing)
 - a. The individual who checks-in/checks out the child should use the Brightwheel QR code posted in the classroom.
 - b. If the individual does not have access to Brightwheel, they must fill out and sign a Check-In & Check-Out form.

Field Trips

Field trips are planned as an enrichment activity of the children's program.

- BPC is closed on Field Trip days (either mornings or full day depending on field trip hours)
- It is the responsibility of the participating parent to transport their children to and from the field trip and must stay with their children during Field Trips
- Daycare (non-participating parents) have the option to either take their children or ask the staff to transport them to and from the field trip. If BPC staff is providing transportation a signed field trip permission slip is required. (In this case parents must leave their child's car seat at BPC day of field trip.) BPC staff keeps a current copy of their driver's license and vehicle insurance on file. On most outings additional family members are welcome to attend.
- Parents will receive an advance notice of all excursions. and may keep their children home if they choose not to have him/her participate.
- On excursion days, all children should arrive promptly at the designated meeting spot. We will not be able to wait on late arrivals.
- If your volunteer day falls on a field trip date, you will be scheduled on another day during the same week.

Transportation

Transportation to and from BPC is the sole responsibility of the parent or guardian.

Discipline Policies & Procedures

It is our belief that all children deserve to be treated with dignity and respect, not only from the staff and participating parents but also from their peers. Therefore, discipline is about teaching children's acceptable social behaviors. Teachers will model appropriate behaviors and encourage acts of kindness and cooperation within their class. Class rules are posted in each class and discussed often, so that children and parents have a clear understanding of classroom expectations and appropriate consequences.

Procedures for Disciplining Children

For acts of aggression / fighting (hitting, biting, etc.):

- Separate the children involved.
- Immediately comfort the injured child and administer first aid if needed Notify all parents of their child's involvement.

For disruptive behavior (bad language, lack of respect, etc.):

- Redirect the child to a positive activity.
- Change activity/schedule as necessary.
- Separate children to create smaller groups.
- Give one-on-one attention as needed to correct behavior.

For children older than 24 months or for discipline problems that are not developmentally appropriate:

- Redirect the child until he/she regains control and can calm down.
- Observe child closely to monitor behavior and see if a "pattern" exists.
- Teachers will document events and share this information with parents.

Aggressive / Dangerous Behavior:

As children develop, they naturally push the limits and challenge rules. However, it is never appropriate for children to intentionally harm or act out against another child or adult at the center. Staff will intervene immediately. If a pattern of aggression / disruptive behavior develops, staff will meet with parents to develop strategies for correcting the behavior.

In addition to the techniques and procedures listed above, whenever a child demonstrates dangerous behavior against another child or adult (such as hitting with fists, severe biting, and/or fierce kicking), the following steps will be followed:

- Upon the first hurtful act, the teacher will schedule a parent conference.
- Upon the second hurtful act, the teacher will call parent/guardian of the child and adult will need to immediately pick up the child. Failure to pick up the child within one hour of phone call will result into a one-day suspension of services.
- Upon the third hurtful act, the child will be excluded from the program for a minimum of 3 school days. The Director can terminate services and exclude child from program for a minimum of 6 months. A Notice of Action for termination will be issued.
- The child may reregister once the 6-month period with approval and only with Director/ Board approval.

Standing Rules

These Rules are promulgated in conformance with and are adopted pursuant to Chapter 9, Section 3, of the Bylaws of Bakersfield Play Center, Inc. These rules may be added to, amended, altered, or otherwise changed by a majority vote of the board of Directors, with or without notice to the General Membership, and such additions, alterations and/or amendments shall be effective immediately upon adoption, unless otherwise specified in the resolution making the same.

Philosophy of Bakersfield Play Center

Bakersfield Play Center is a nonprofit preschool run by parents to provide a pre-primary education for their children. Parents and/or guardians participate by working as assistant teachers, administering school business, maintaining equipment and premises, and attending educational meetings.

Emphasis is placed upon a “whole child” concept, with a balanced curriculum to provide physical, cognitive, and social learning experiences through democratic social living, creative art materials, active outdoor play time, reading readiness experiences, mathematical discoveries, music, and creative movement, and introduction to science. The program is structured to fit the needs of maturational levels and individual children.

Non-Religious Affiliation

Bakersfield Play Center is not affiliated with any religion, religious group, or political party. It is centered on childhood education and does not offer any information or services of a religious group or political party.

Sessions and Classes

I. Preschool Sessions

A. Regular Session

i. This corporation shall maintain and operate a regular session according to the calendar of the Bakersfield City School District (BCSD). The commencement and termination will be according to the published BCSD calendar. All holidays and breaks will follow the BCSD calendar. Any exceptions will be adjusted for and made clear and available to the members.

1. The school will be open on days when the Bakersfield City Schools delay opening or do not open due to fog or other emergencies, but members will not be required to attend or work on those days.

2. Members scheduled to work on one of these days must notify the director if they will not be attending so the director can make appropriate arrangements where necessary to make up for the missing member after first trying to hire a parent sub.

ii. Preschool hours are Monday through Thursday, 9:00 AM to 12:00 PM

B. Summer School Session

i. Summer school sessions will be at the behest of the board according to the interest and adoption of the membership body. Commencement and termination will be determined by adoption.

II. Day Care

A. Day Care Hours

i. Half Day

1. 9AM to 3PM Monday through Friday and includes preschool.

ii. Full Day

1. Full-day care is 7:30AM to 5:30PM Monday through Friday and includes preschool.

iii. The following exceptions apply where daycare will not be held:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veteran's Day
7. Thanksgiving Day & Friday After Thanksgiving Day
8. Winter Break (Week of Christmas Day)

iv. Non-Business Days

9. No daycare will be offered on Saturdays or Sundays

v. School Closure

10. School will be closed for a minimum of four (4) days per year for staff training, building renovations or workshop attendance (1 day per quarter, October/December/March/May) The Board of Directors may approve other closures if it would be to the benefit of the majority of the membership.

III. Classes and Sizes

A. Preschool, Ages two (2) and three (3)

i. A classroom will be organized for the children ages two (2) and three (3) years of age as determined by the Director.

1. The Director may also choose to separate these ages depending on the number of students and development into an additional subclass to better suit the needs of the children.

B. Transitional Kindergarten, Ages four (4), five (5) and six (6)

i. A classroom will be organized for the children ages four (4), five (5), and six (6) years of age as determined by the Director.

1. The Director may also choose to separate these ages depending on the number of students and development into an additional subclass to better suit the needs of the children.

C. Class Sizes

i. Class sizes will be adjusted by the Director to meet licensing requirements on an as-needed basis. We must keep a five-to-one (5:1) ratio of children to parents in each of the classrooms to be compliant with state law.

Admission, Non-Discriminatory Policy, and Orientation

IV. Admission Applications

A. Application for admission in any session shall be made upon forms provided by the organization and available from the Director.

i. Forms will include but not be limited to:

1. Admission Agreement
2. Health and Information Forms (See Rule VII below)
3. Other forms as legally and operationally necessary

B. Completed forms shall be filed with the Director. Admission forms must be accompanied by a non-refundable registration fee of \$125 determined by the board.

C. Applications will not be considered unless or until ALL forms are properly completed and all necessary fees have been paid before August 1st of the current year.

V. Admission Priority

A. Returning Members are defined as:

i. Returning members are considered to have priority as they are already existing members.

B. New Entrants are defined as:

i. Applicants who have never previously been enrolled or members who have given written notice of withdrawal from the corporation prior to their re-application.

C. Returning Members Enrolling Additional Children

i. Member families enrolling additional children will also be given priority ahead of New Entrants

ii. At no point will any member or child be asked to leave the corporation in order to make room for a Returning Member enrolling additional children.

iii. If the corporation is at full enrollment and a Returning Member or current member (if the case happens during a regular session) wishes to enroll additional children then the Returning/Current Members children will be placed ahead of other New Entrants on the waiting list.

1. If there are other Returning/Current members enrolling additional children already on the waiting list then the new child will be handled in chronological order with respect to the other Returning/Current member children

D. Waiting List

i. A waiting list will be compiled and kept updated as soon as the corporation reaches maximum capacity according to our state issued license.

E. New Entrant Priority

i. All New Entrants will be admitted on a first come first serve basis with the basis being chronological according to the application date with respect to all other New Entrants

VI. Non-Discriminatory Policy

A. To conform to the IRS Tax Exempt 501(c)(3) Revenue Procedure 75--50 issued July 1, 1975, that applies to all Tax-Exempt organization the Bakersfield Play Center Inc. follows the following language issued by the Internal Revenue service regarding a non-discriminatory policy:

i. "The school admits the students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at that school and that the school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs."

ii. Bakersfield Play Center Inc. will not discriminate in any way on the basis of race, color, and national or ethnic origin.

VII. Health and Information Forms

A. Pursuant to school health laws and licensing regulations as set by the State of California, applicants accepted for enrollment must complete and file with the Corporation, the following:

i. A Pre-Admission Health Examination report prepared by a physician for each child member enrolled.

ii. A Pre-Admission Health Evaluation prepared by the parent or legal guardian for each child member enrolled.

iii. An Identification and Emergency Information report prepared by the parent or legal guardian for each child member enrolled.

iv. A Pre-Employment Health Examination report prepared by a physician for each adult member planning to participate in the Corporation's program.

v. An X-ray or patch test for tuberculosis (TB) for each adult and child member planning to participate in the Corporation's program. Negative TB or negative X-ray results must be on file prior to each child or parent/guardian planning to participate in the program. Parents' X-rays or skin tests must be completed in accordance with current state regulations. California Law states that in order to volunteer in the classroom, you must submit current documents that you have received the following necessary immunizations from your doctor/ health care professional:

- Tuberculosis (TB)
- Measles, Mumps, and Rubella (MMR)
- Influenza
- TDAP (Pertussis/Whooping Cough)

vi. A Rights of Parents Form

vii. A Consent to-Treat Form

viii. Child Abuse Prevention Pamphlet Receipt Non-Discriminatory Policy Notice Receipt

VIII. Orientation

A. The teachers of the organization will be responsible for offering an orientation for all New Entrants.

B. Any returning/current members wishing to participate are welcome.

i. Orientations will be held as necessary and not limited to at least one session prior to or at the beginning of each new term (school year)

Fees and Tuition

IX. Fees

A. Registration Fee

i. A non-refundable annual fee of \$125 will be charged to all returning/current families and new entrants paid at time of registration. If students register after December 31st, registration will be prorated to \$65.

X. Preschool Tuition

A. Tuition will be a flat monthly fee determined in the membership contract.

B. Tuition shall be paid in monthly installments due on the 1st (first) day of each month and delinquent if not paid before the 5th (fifth) day of each month.

i. A late fee of \$30 will be applied on all members not paying by the 5th (fifth) day of each month. After the 15th (fifteenth) day an additional late fee of \$15 will be applied every 15 days.

ii. A family who is one month delinquent with the tuition and is not paid by the 5th (fifth) day of the following month (along with the late fee) will not be allowed to attend school until all fees are made current.

C. Members with more than one child attending shall receive a twenty percent (10%) discount on the tuition for all children enrolled except the oldest child.

i. Tuition will be determined by days of attendance and defined in the contract.

XI. Day Care Tuition Costs

A. Daycare costs will be adjusted and determined by the board.

B. Members with more than one child attending shall receive a ten percent (10%) discount on the tuition for all children enrolled except the oldest child.

XII. Drop-In Fees

A. Only member families will have the option to utilize excess capacity in the daycare program on an as-needed basis.

B. Approval must be received from the director prior to utilizing this service to ensure ratio compliance with the state.

C. The fee will be on a per child per hour basis with a one (1) hour minimum.

i. Drop-in fees are in section XXV Rate Schedule

XIII. Late Pickup Fee

A. Children must be picked up on time.

i. Pre School children must be picked up by 12:00 PM.

1. A fee of \$1/ minute will apply for each minute after 12:30 PM

ii. Daycare children must be picked up by 3 PM(half day), and 5:30 PM (Full day)

1. A Fee of \$1/minute will apply for each minute after 3PM or 5:30pm.

XIV. Volunteer/Work Party Requirements/Maintenance Fee

A. Volunteer Hours

i. A minimum of 15 hours per family is required per semester, (30 hours/year), to help maintain BPC.

ii. The Parent Liaison will communicate monthly all available volunteer opportunities.

iii. A \$10/hour fee for each incomplete hour will be billed at the end of each semester.

B. Families have a choice of working a minimum of 1 work party (3 total hours) or paying a \$100 fee for the first semester to the school by the end of the semester December 31st.

C. Families have a choice of working a minimum of 1 work party (3 total hours) or paying a \$100 fee for the second semester to the school by April 30th.

Meetings

XV. Board of Directors Meetings

A. Time and Place

i. Time and place for the Board of Directors meetings shall be determined as mutually agreeable by the board.

B. Meetings of the board of directors will be held as often as necessary but not less than one (1) time per month during the school year.

i. Meetings will be scheduled for the last calendar week of each month as a standing policy but adjusted as necessary to reasonably accommodate a director or other mitigating factors.

XVI. General Membership meetings

A. All members shall attend the required bi-monthly general membership meetings. General membership meetings will be held only if necessary, during the summer months of June, July, and August.

i. New entrants enrolling in a month after the general membership meeting has been held will begin attendance the following month.

ii. Failure to attend required meetings will result in one of the following:

1. A Fee of \$25 for each missed meeting

2. Potential Dismissal of Membership from the Bakersfield Play Center

Membership, Responsibilities, and Substitutes

XVII. Granting of Membership

- A. Membership will be granted to the parent/guardian of each child enrolling when all required documents have been completed properly to the Director and Reviewed by the Director.
- B. Membership outlined or referred to in these Standing Rules supersede the By-Laws of the Corporation dated July 1, 2010.

XVIII. Leaves of Absence

- A. The Board of Directors shall have sole discretion in granting leaves of absence. If an immediate decision is necessary, the Director shall have the authority to grant such leaves pending approval by the board.
- B. A leave of absence will relieve all membership responsibilities and privileges during the time requested and documented.
- C. Maternity leave will be available to participating members requiring such a leave of absence for up to eight (8) weeks.
 - i. Arrangements will have to be made in advance with the Director so that reasonable accommodations can be made.
 - ii. If you child still attends school while on leave, a sub fee is required.

Professional Staff

XIX. Director of Education

- A. The Corporation shall employ a Director under an annual written contract.
- B. The Director shall bear the following responsibilities and duties:
 - i. The director shall develop and implement the educational program for the children attending the school with the assistance of the board and other teaching staff. The director will also be responsible for compliance with regulatory bodies and state licensing organizations. The director will be responsible for members participating in outlined duties each day.
 - ii. The director will be responsible for the daily supervision and activities of the teaching staff. The director will perform a formal annual performance review for each teacher and an informal semi--annual review to record progress towards improvements and projects. The reviews will be documented for each employee.
 - iii. The director shall attend all general membership meetings as a non--voting member unless otherwise given member status by having a child attending the school. At general meetings, the director shall be prepared to meet with the parents of students in a group discussion. The purpose of these discussions will be to inform the parents of what has transpired and what will be occurring in the next month, instruct the parents in better skills and techniques while participating at school, answer questions and receive comments and input from the parents.
 - iii. The director shall hold individual conferences with parents as required by the Board and/or parents at the school. The director shall discuss school policies and obligations with prospective enrollees either in person or by telephone.
 - iv. The director is responsible for making emergency reports, determine supplies, and equipment to be purchased, and maintaining a clean and attractive environment through the assignment of duties.
 - v. The director is expected to take part in community activities relative to child development, serving as a professional resource as needed. The director shall keep informed of current developments in the field of preschool education by reading new literature, observing the activities and play equipment of other preschools, and is encouraged to attend workshops or conferences of such professional organizations as California Council of Parent Participation Nursery Schools, Southern California Association for Education of Young Children, or comparable organizations. The cost of conferences and continuing education may be reimbursed with prior approval of the board.
 - vi. The director shall be an active member of the Kern Area Southern California Association for the Education of Young Children with annual dues paid by the school.
- C. Additional Items related to Term of Contract, compensation, payable hours, leave with pay, will be contained with specific terms will be included in the written contract.

XX. Teachers

- A. This Corporation shall employ teachers, as necessary, under terms of the employee handbook.
- B. The corporation shall hire full-time, part-time and or temporary teachers as necessary for special or additional specific needs.
 - i. These teachers will be held under verbal agreement pending a written offer.
- C. The teachers shall bear the following responsibilities and duties:
 - i. The teacher will be responsible for accepting instructions by the Director of Education for Bakersfield Play Center. The teacher will be assigned a classroom at the beginning of each year and be responsible for teaching and developing the curriculum.
 - ii. The teacher may hold individual conferences with parents as required by the Board and/or parents at the school. The teacher shall discuss school policies and obligations with prospective enrollees either in person or by telephone.
 - iii. The teacher is responsible for reporting any classroom conditions that require the attention of the director and the board. These conditions include: supplies needed, dangerous equipment, equipment requiring repair, or any other condition the teacher believes should be given the attention of the director or Board of Directors.
 - iv. Other duties as deemed required by the Director or Board of Directors
- D. Other benefits will be included in the Employee Handbook and Employee Contract.

Complaints, Written Warnings, and Termination

XXI. Complaints, Written Warnings, and Termination

- A. Failure to act in accordance with BPC By-Laws, Standing Rules, Contracts, or other policies will result in:
 - i. First Infraction: Verbal Warning
 - ii. Second Infraction: Written Warning
 - iii. Third Infraction: Termination of membership from the school.
 - 1. Terminated members may rejoin the school not less than 6 months after termination.
- B. The 5-Step Process applies when
 - i. Parent has a problem or complains against another parent/member of the Corporation.
 - ii. Ombudsman/Vice President investigates problem/complaint.
- C. The 5-Step Process
 - i. Written and verbal counseling from Ombudsman with parents involved and the Board President with plan of action to resolve the problem. If problem can't be resolved through step one, then:
 - ii. First written warning from Ombudsman with Board President present.
 - iii. Second written warning to parent – who is then asked to go non-participating by Ombudsman with President present. If a parent does not want to go non-participating, parent must in writing, give the Board a letter stating they are terminating their BPC membership and all rights therein, within one week of the second written warning. If said parent refuses this action, they must go before the Board and Step four will happen. Tuition fees will be returned on a prorated basis.
 - iv. Written notice of parent being terminated by vote from the Board by recommendation of Ombudsman (Board takes over at this point, Ombudsman has no vote and Director remains impartial). Parent has the right to appeal Board's decision within 30 days.
 - v. Appeal Process – The parent can appeal the Board's decision by attending a Board meeting or calling a special session Board meeting within 30 days of termination. The said parent/s shall have a right to be heard by the Board and appeal their termination. A letter of appeal shall be given to the Board prior to the Board meeting/Appeal session. **The letter of appeal shall include the following: parent's name, child's name, explanation of complaint, signature, and date.** The Board has sole responsibility of deciding to terminate or reinstate parents to the school. Exceptions to this would be as follows:
 - 1. *Improper physical contact with a child*
 - 2. *Sexual contact with a child*
 - vi. In the case of an accusation of said exceptions, immediate suspension of parent participation and admittance to school property will occur until an investigation by the school Board, police and CPS is concluded and cleared of any wrongdoing. The child of an accused parent may still attend school as long as a family member other than the accused person signs the child in and out each day.

Miscellaneous Provisions

XXII. Descriptive Headings

A. All headings provided herein are for convenience only and shall not be deemed to govern or limit the scope or meaning of the Rules to which they are appended.

XXIII. Severability

A. Should a rule, or a portion of any rule, be held invalid or inapplicable to certain persons or circumstances for any reason whatsoever, this Board of Directors declares its intention that all remaining rules, or the remaining portion of partially invalid rules, shall continue in full force and effect.

XXIV. Smoking

A. Smoking shall not be allowed on the premises at any time.

Tuition and Fees Schedule

XXV. Bakersfield Play Center charges the same rates to all participants. There is no discrimination based on income, race, or other factors.

A. Fee Schedule

Description	Fee	Due Date
Annual Registration Fee <i>*Prorate fee \$65 if joined after December 31st</i>	\$125 / Family	*School Year* Aug – May
Monthly Membership Fee Preschool ONLY 9am – 12pm, M-TH	\$350 / 1st Child	1st of Each month
Additional Children (10% off)	\$315	1st of Each month
Monthly Half Day Tuition 9 am -3pm M-F (<i>Preschool program included</i>)	\$655 / 1st Child	1st of Each month
Additional Children (10% off)	\$590	1st of Each month
Monthly Full Day Tuition 7:30am -5:30pm M-F (<i>Preschool program included</i>)	\$800 / 1st Child	1st of Each month
Additional Children Full Day (10% off)	\$720	1st of Each month
Late Tuition Fee <i>An additional \$15 late fee applied after the 15th of the month. Please communicate with the Treasurer in cases of late payment.</i>	\$30	Due by 5 th of the month.
Preschool Late Pickup Half Day Late Pickup Full Day Late Pickup	\$1 / Minute \$1 / Minute \$1 / Minute	Each minute after 12:30pm Each minute after 3pm Each minute after 5:30pm
Hourly Drop In	\$10 / Hour	1st of Following Month
Substitute Fee	\$25	Paid to individual taking your place
Returned Check Fee	\$30 / Check	Applied Immediately
Work Party / Maintenance of School non-participation fee	\$100 / Per Semester *Per family	Due by the end of Dec / May
Missed Parent Meeting Fee	\$25 per meeting	Applied Immediately
Fundraising Requirement (opportunities will be available to meet this requirement)	\$200 / Per Semester *Per family*	By the end of each semester Dec./May
First Semester is August-December / 2nd Semester is January-May.		
Members enrolling other than the beginning of the month will have their monthly tuition prorated.		

Admission Agreement

A Parent Participating Preschool is dependent on equitable contributions by enrolled families. The fulfillment of the following terms is necessary for the Bakersfield Play Center to protect health and safety and to promote the development of small children.

1. MEMBERSHIP

I agree to follow the Standing Rules of Bakersfield Play Center Inc. with regard to my membership, responsibilities, participation, meeting attendance, maintenance responsibilities, registration and application process, other school rules and policies not specifically mentioned in the By-Laws or Standing rules,

- a. Read, sign, and return the two signature pages of this contract with a non-refundable registration fee.

2. ADMISSION CRITERIA AND PRIORITIES

Admission is based on a first come first serve basis, parents' program choice, child's age, and classroom availability. Returning members are considered to have priority as they are already existing members and owners in the corporation (preschool). A waiting list will be compiled and kept updated as soon as the corporation (preschool) reaches maximum capacity according to our state-issued license.

3. REGISTRATION

Read, sign, and return the registration form with a non-refundable registration fee. As required by the California Department of Social Services (CDSS) Community Care Licensing Division, the following forms are due by the first day of the child's attendance:

- a. Physician's Report for Child. (Must include a negative TB test or signed waiver)
- b. Identification and Emergency Information.
- c. Pre-Admission Health Evaluation of Child (Parent's Report).
- d. Signed Enrollment Contract (two forms).
- e. Criminal Record Statement
- f. Notification of Parents' Rights form.
- g. Child's Immunization Record.
- h. Child's Pre-Admission Health History form. (Completed by the parent)
- i. Health Screening report for each participating parent or family member (must include TB test results, MMR, Tdap, covid vaccine)
- j. Personnel Record form for each participating parent or family member (completed by parent or family member).
- k. Consent for Medical Treatment form.
- l. Emergency card (to be updated during the school year if any information changes)
- m. A copy of the participating parent(s)' auto insurance identification card that includes the name of the insurance company, policy number, and effective dates.
- n. Personal Rights form.
- o. Food Allergy form.
- p. Child Custody Agreements, when applicable.

Once the initial forms are submitted, unless the information previously submitted changes, only the signed Enrollment Contract (2 forms) and Emergency Card will be required at the beginning of subsequent school years.

4. REGISTRATION FEE

I agree to pay a non-refundable annual registration fee of **\$125 per family due at time of registration.**

a. Registration Fee will be prorated to \$65 if registering after Dec 31.

5. TUITION

I will pay a monthly membership of **See Tuition and Fee Schedule as described in Section XXV** of the Standing Rules. A late fee of \$ 30.00 (thirty dollars) will be charged if payment is received after the 5th day of the month. An additional \$15 late fee applied after the 15th of the month. I understand that tuition is due on the 1st of each month and if not paid by the last day of the month shall constitute grounds for termination of enrollment. Tuition may be prorated for new joining families as approved by the board to represent time attended.

Modification condition is as follows: At least 30 days advance notice will be given prior to any rate change.

6. BASIC SERVICES

Child centered cooperative preschool which allows children to learn through play. Environment and activities are developmentally and culturally appropriate. Parent education provided at parent meetings.

- **CO-OP PROGRAM** Mon-Thurs / 9am-12pm / Parent required to volunteer in class / morning snack provided by BPC.
- **HALF DAY PROGRAM** Mon-Fri / 9am-3pm / Parent not required to volunteer in class / lunch provided by parent, morning snack and afternoon snack provided by BPC.
- **FULL DAY PROGRAM** Mon-Fri / 7:30am-5:30pm / Parent not required to volunteer in class/ lunch provided by parent, morning snack and afternoon snack provided by BPC.

7. AVAILABLE OPTIONAL SERVICES

Hourly Drop In / \$10

Only member families will have the option to utilize excess capacity in the daycare program on an as needed basis. Approval must be received from the Director prior to utilizing this service to ensure ratio compliance with state regulations. The drop-in fee will be on a per child per hour basis with a one (1) hour minimum charge.

8. 5-STEP COMPLAINT PROCESS

I understand that if I have a complaint, I must follow the 5-Step Processes of Complaints, Written Warnings and Termination described in Standing Rules and By-Laws.

9. SCHOOL DIRECTORY

I agree to have my child's name, address, phone number, and date of birth listed in the school directory. I agree to have my name, address, phone number, and email address in the school directory.

10. STATE LICENSING REQUIREMENTS

I understand that Bakersfield Play Center is a licensed childcare facility and must strictly comply with the regulations of the California Department of Social Services' Community Care Licensing Division. As described in the California Code of Regulations, Title 22, Article 4, Administrative Actions, Section 101195 Inspection Authority of the Department of Licensing, I understand the following:

- A. The Department of Licensing Agency shall have the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535
- B. The Department has the authority to interview children or staff without prior consent.
 - a. The licensee shall ensure that provisions are made for private interviews with any children or staff members.
- C. The Department has the authority to inspect, audit, and copy child or childcare center records upon

demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements of Sections 101217(c) and 101221(d).

- a. The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center.
- D. The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.
- E. I agree that I am also responsible for assuring state ratios of teachers and students are adhered to.
- a. Director or site supervisor will hire a sub after a parent is 15 minutes late on scheduled work day. A \$30 fee will automatically be applied by the school.
- F. EMERGENCIES: In the event of an emergency (e.g., earthquake, etc.) the Director and teacher will stay at school until all children are picked up. State licensing regulations require that all parents provide an emergency kit for their child that must be kept at school at all times. Emergency kits are stored in the storage room behind the Pre-K's classroom. This kit should include:
- 1-2 canned sources of protein (i.e., Vienna Sausage)
 - 1-2 canned fruits (snack size)
 - 2 granola bars
 - 2 juice boxes
 - 1 emergency blanket (available in the camping section of Target, Wal-Mart, etc.)
 - A change of clothes (i.e., underwear, socks, long pants, long sleeved shirt)
 - Diapers and wipes (if used by the child)
 - A picture of the family and/or a letter written by parent using reassuring, child appropriate language (optional)

Prior to packing all items in a Ziploc---type plastic bag, be certain to check the shelf life on all the items to be sure they are good for at least six months. Legibly write your child's name and his/her teacher's name on an index card, making sure it is visible from the outside of the bag.

11. ILLNESSES

For your child's sake as well as the sake of others, state licensing regulations require that you keep your child home from school if they experience any of the following symptoms within 24 hours preceding school's start time:

- Fever of 100 degrees or more
- 2 or more episodes of diarrhea
- Nausea or vomiting
- Eye infection, impetigo, or other contagious illnesses

If your child develops any of these symptoms while at school, your child's teacher will contact you and request that you pick your child up immediately.

Because our parents follow this policy, illnesses that travel from child to child are not as common at our school. If your child contracts an illness, please call the school and notify his/her teacher that they won't be attending. The teacher may then caution other parents if it is a highly contagious illness.

12. BEHAVIOR

Reasonable limits are set so that children know that they may not hurt themselves, other children or adults, or damage property. These limits are set and maintained by discussing them with children, by redirecting undesirable behavior or by short periods away from the group. If behavior cannot be modified and other children and adults are put at risk, interventions will be used, including termination of services. (See handbook for more information) Parents or designees must conduct themselves in a socially acceptable manner while on the center premises. All children and staff are to be treated with respect at all times. Abuse of this policy will result in immediate termination of program services.

13. TERMINATION / WITHDRAWAL

- a. Continuous nonpayment of fees and / or tuition
- b. Continuous disregard for and violation of these rules
- c. Continuous carelessness in the handling of children or the like
- d. Aggressive behavior: the Director may expel any child that aggressively attacks another child or shows a pattern of aggressive behavior. This would include physical acts that could involve biting, hitting or purposely hurting another child.
- e. Either party may terminate this agreement with a 2(two) week written notice.

14. FIELD TRIP PROVISIONS

Field trips are planned as an enrichment activity of the children's program. They are considered a preschool day and all parents must stay with their children. It is the responsibility of the participating parent to transport their children to and from the field trip. (Day care) nonparticipating parents have the option to either take their children or ask the staff to transport them to and from the field trip. (Daycare) Parents must leave their child's car seat day of field trip.

- a. BPC Staff keep a current copy of their driver's license and vehicle insurance on file. On most outings other family members are welcome to attend with the staffs' permission.

15. TRANSPORTATION

Transportation to BPC is the sole responsibility of the parent or guardian. There are no transportation services to and from BPC on a daily basis.



Bakersfield Play Center Inc.

Sign & File

95-1738185

Attachment A

Admission Agreement – Signature Page

Admission Date: _____

Parent(s) or Legal Guardian Name: _____

Address: _____ ZIP: _____ Phone: _____

Child(ren) Enrolling:

1. Child's Name: _____ Age: _____ DOB: _____

Days Attending: M T W TH F

2. Child's Name: _____ Age: _____ DOB: _____

Days Attending: M T W TH F

3. Child's Name: _____ Age: _____ DOB: _____

Days Attending: M T W TH F

4. Child's Name: _____ Age: _____ DOB: _____

Days Attending: M T W TH F

Admission

Status: Preschool Only: _____ Preschool + ½ Day Childcare: _____ Preschool + Full Day Child Care: _____

Board Member Position: _____

Monthly Tuition: \$ _____ (see Tuition and Fees Schedule)

Registration Fee: \$ _____ (see Tuition and Fees schedule)

Payment Received: \$ _____ By: _____ Date: _____

I understand and agree to the terms of the Admission Agreement that includes class participation, monthly meetings, and school maintenance hours. If I do not participate in these activities, I will be subject to possible termination of membership. Please return this page to the admission chairperson and keep the attached Admission Agreement and Attachments for your records. This contract will become void and a new contract will be presented in the event the membership terminates the IRS approved Exempt status in accordance with section 501c3.

I acknowledge that I will give a two-week written notice or pay half of one month tuition if our family decides to terminate this Contract.

Parent or Guardian Signature

Date



Bakersfield Play Center Inc.

Sign & File

95-1738185

Attachment B

Admission Agreement – Signature Page

I. As a BPC member these are my responsibilities:

- A. Volunteer at the school according to my scheduled dates.
- B. Trading with another parent or finding a substitute when I am unable to work.
- C. Participate in Fundraisers as outlined in Handbook and raise \$250 per semester per family.
- D. Participate in 2 Work Parties (maintenance of school) (one per semester).
- E. Attending bi-monthly meetings as outlined in Parent Handbook.

II. As a member and Day Care participant, these are my responsibilities:

- A. All the same responsibilities as in part I with the exception:
 - a. I will not volunteer at the school or be scheduled to work at the school as a classroom parent volunteer.
- B. I will still be asked to do all other responsibilities of members as outlined in the standing rules and parent handbook.
- C. Provide lunch daily for child.

I understand and agree to the terms of the Admission Agreement which includes class participation, monthly meetings, fundraising, and school maintenance hours. If I do not participate in these activities, I will understand my membership can be terminated or be subject to fees in order for Bakersfield Play Center to recover any additional costs incurred by my lack of performing assigned duties.

Please return this page along with Attachment A to the Director.

I acknowledge I have access to a hard copy of the Standing Rules/ Parent Handbook and By-Laws if requested, located in the Director’s Office, which outlines all my responsibilities and duties as a member. Initial _____

***Copy also available at www.bakersfieldplaycenter.com**

This contract will become void and a new contract will be presented in the event the membership terminates the IRS-approved Exempt status in accordance with section 501c3. Initial _____

Parent or Guardian Signature

Date

Director’s Signature

Date