

BRIGHT HORIZONS ENROLLMENT AGREEMENT

Welcome to Bright Horizons! We look forward to a healthy and happy relationship with your family. The following policies have been created to help ensure the smooth operation and safety of the program while providing care for the children.

TUITION AND FEES

- Please specify the days and hours your child, _____ will attend:
Monday: _____ Tuesday: _____ Wednesday: _____
Thursday: _____ Friday: _____
If your hours change in any way, notify Bright Horizons immediately. Tuition rates will be adjusted to reflect any permanent change in hours.
- You are required to give one month's notice in writing of any reduction in your child's schedule, or in the case of a client center, the notice required by your employer. Tuition will be reduced to the new rate thirty (30) days after notice is received. If your child's schedule changes from full-time to part-time, Bright Horizons cannot guarantee that a full-time slot will be available in the future.
- Tuition of \$ _____ is due in advance each _____, or by payroll deduction if available through your employer. Tuition will not be reduced due to illness, absences or holidays. You will be notified of any changes in tuition within thirty (30) days of the change. Tuition is based on ratios in assigned classrooms.
- Your first tuition payment of \$ _____ will reserve your child's space with Bright Horizons. If Bright Horizons is unable to provide a space for your child, this payment will be refunded.
- When you withdraw your child, you must give at least thirty (30) days written notice **prior to withdrawal**, or in the case of a client center, the notice required by your employer. You agree to pay all tuition and fees for the thirty (30) days following your notice to the Center, even if your child is not in attendance.
- Tuition is payable in advance and is due by:
 - The 25th of the prior month, for monthly payments.
 - The prior Friday, for weekly payments (where applicable).
 - Other: _____ (where applicable).If the full tuition is not received when due, a late fee of \$ _____ per day will be added until the tuition is paid in full. Although payments may be split between parents or supported by a subsidy, each parent is still responsible for timely payment of the full tuition. If payment is delinquent for one week or more, care may be suspended until the full balance is current and your child's space will not be reserved. Tuition is due regardless of a child's absence from the program for any reason, and is required to hold a child's space.
- A non-refundable registration fee of \$ _____ is due at the time of registration, if applicable. A re-registration fee is due annually and subject to change. If your child withdraws from the program and later re-enrolls, a new registration fee is due at that time.
- A late pick-up fee of \$ _____ per child is payable for each minute your child(ren) remains after closing. This fee is subject to change.
- A \$25.00 fee will be charged for a check returned for insufficient funds. If this occurs more than once, Bright Horizons may require payment by another method for enrollment to continue.
- Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee due before the day of the event. Notices will be posted in advance. A signed permission slip will be required in order for your child to participate in a field trip.
- If your tuition is subsidized, any misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for all underpaid tuition.

COMINGS AND GOINGS

- The center is open from _____ a.m. to _____ p.m., Monday-Friday. The Center is closed for certain holidays. The Center's hours and holiday schedule are set and posted annually, but may be changed at any time with thirty (30) days' notice.
- The Center will be open whenever possible on a regularly scheduled day, during usual business hours. The procedure for notifying families of closures or late openings due to severe weather or other conditions will be posted. If it is necessary to close early, it will be your responsibility to arrange for your child's early pick up. There will be no tuition credit for any time the Center is closed.
- Your child will only be released to you or to the persons you have listed on the *Informed Consent Form/Child Release*. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified on the *Child Release* to pick up your child, you must notify Center management in advance, in writing. **Your child will not be released without prior written authorization.**
- Late pick-up is an exceptional occurrence and not a normal program option. It can be distressing for children to be left in the care of others after-hours. Staff work long days and expect to leave at the end of their scheduled times. Please allow enough time to arrive at the Center, pick up your child and leave by closing time. If a child has not been picked up after closing and we have not heard from you, we will attempt to contact you and then the emergency contacts listed on the *Child Release*. Provisions will be made for someone to stay with your child as long as possible, but if we are unable to reach you or an emergency contact after two hours, we will call the local child protective services agency. Repeated late pick-ups may result in dismissal from the program.
- Bright Horizons legally cannot deny access to or release of a child to either parent/guardian, unless there is an active restraining order, a specific schedule of court-ordered visitation rights, or other Court Order in place. If the family is not in agreement or the situation is unclear, we will require the family to return to the court to resolve their differences.

MEDICAL POLICIES

- Prior to enrollment, you must give the Center current medical and immunization records for your child, which must be updated annually. Children without appropriate, current medical records may not attend the Center.
- If you are notified that your child is ill, you must pick up your child immediately. If your child is absent due to a reportable disease, your child may return only with a physician's note indicating that he or she is no longer contagious (see the *Child Illness Policy* in the *Bright Horizons Family Guide*).
- We will administer medication as outlined in our *Medication Policies* (see the *Bright Horizons Family Guide*).
- In case of emergency, you agree that Bright Horizons has your permission to administer first aid or to obtain emergency medical treatment in the child's best interest (see the *Informed Consent Form/Emergency Medical Care*).
- Student accident insurance is provided by Bright Horizons. This is a **secondary insurance that will help defray the cost of out-of-pocket medical expenses** which are not covered by a family's primary insurance and **relating to an injury while the child is in the program.**

Original: Child's File

Pink Copy: Parent/Guardian Copy

MISCELLANEOUS

1. In an effort to maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by Center staff is discouraged. However, should you hire any Center staff, it must be outside the Center premises and with the understanding that such arrangements and payment for services are solely between you and the staff member. The arrangements are not sanctioned by the Center, Client, or by Bright Horizons, and you agree to hold Bright Horizons harmless from any such arrangement. In addition, if a staff member leaves Bright Horizons' employment to work for you within 6 months of his or her departure; you agree to pay a placement fee of \$2,500.
2. If Bright Horizons is concerned that your child's needs are not being met in our program, we will involve you in the process of identifying the issues and working toward resolution. However, if after reasonable and appropriate interventions have been tried, Bright Horizons determines that the program is not in the best interest of you, your child, or the Center, we may require that your child be suspended from the program. Suspension procedures will be implemented in the time frame that is deemed appropriate by Bright Horizons. If Bright Horizons believes, in its sole discretion, that the actions of a parent or guardian are disruptive, inappropriate or inconsistent with the Center's best interests, it may elect to end a child's enrollment.

This Enrollment Agreement is not intended to be all inclusive. Other terms and conditions of your child's enrollment are contained in our Family Guide. Your enrollment is also subject to all of Bright Horizons' policies and procedures which may change from time to time.

I acknowledge that I have received a copy of the *Bright Horizons Family Guide*, which is intended to supplement this Agreement. I understand it is my responsibility to contact Bright Horizons with any questions I have about the information contained in the *Family Guide* or any document relating to enrollment policies and procedures.

Signature of Parent/Guardian: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Center Director: _____

Date: _____

Bright Horizons Informed Consent

I grant my informed consent for my child(ren) _____
to participate in the child care program operated by Bright Horizons.

By signing below, I acknowledge and accept the following program conditions:

Access

I have full access to the center without notification whenever my child(ren) is/are present. However, this access may not be used to supplement any visitation schedule or custody arrangement.

Child Release

For children's safety, Bright Horizons will release a child only to the parent(s)/legal guardian(s) who have signed this form and to those listed below by the parent/guardian.

Bright Horizons will not release my child to any other person unless I notify the center, following the guidelines listed below:

- If the person (spouse, relative, friend) picking up my child is listed on this form but does not regularly pick up my child or has never before picked up my child, I will notify the center verbally, in advance.
- If the person picking up my child is NOT listed on this form, I must notify the center in writing, in advance.
- Photo identification will be required of any person picking up my child.

1. _____
NAME

ADDRESS

CITY/TOWN STATE ZIP

RELATIONSHIP TO CHILD

DAY PHONE EVENING PHONE

E-MAIL

2. _____
NAME

ADDRESS

CITY/TOWN STATE ZIP

RELATIONSHIP TO CHILD

DAY PHONE EVENING PHONE

E-MAIL



3. _____
NAME

ADDRESS

CITY/TOWN STATE ZIP

RELATIONSHIP TO CHILD

DAY PHONE EVENING PHONE

E-MAIL

Walk Permission

As part of the program, children will go on walks in the surrounding area supervised by the staff, weather permitting.

Child(ren) may be taken to the locations listed below by Bright Horizons' staff; infants and young toddlers will go in a buggy or stroller.

The areas my child may walk to are:

Neighborhood immediately surrounding the school

A separate Field Trip Policies and Permission Slip describing the field trip will be sent home if your child will be leaving the center for an extended period of time (for preschool and school-age children only).

- I give permission for my child to participate in walks.
- I do not give permission for my child to participate in walks.

Photography and Video Permission

Bright Horizons takes photographs and videos of children enrolled at its centers on a regular basis for its business purposes. Bright Horizons retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgment. Bright Horizons takes care that any use, display, or dissemination of photographs or videos of children, whether at a particular center where the child attends or for its general business purposes, is accomplished in a thoughtful, safe, and secure manner appropriate under the particular circumstances.

For example, at your center, these materials may be used to better communicate with families and to illustrate the daily curriculum, to chronicle a child's development, or to document center activities. These photos may be shared with you and other families on a secure Bright Horizons' website, by e-mail, posted in the center, or in a parent newsletter.

By signing below, I give permission to Bright Horizons to take photographs and videos of my child during his/her enrollment and to use these materials for its business purposes.

PLEASE CONTINUE ON NEXT PAGE...

Child Illness

In case of illness, I will be called and possibly required to pick up my child(ren) as soon as possible. We ask that for your child's comfort and to reduce the risk of contagion, children be picked up within 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms. Children need to remain home for 24 hours without symptoms before returning to the program. This means that the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day (if a child is sent home on Friday, he/she may return on Monday), unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before returning.

Children's Injuries

If my child sustains a minor injury (e.g., scraped knee) during care, I understand that I will receive an Occurrence Report outlining the incident and course of action taken by the staff member when I arrive to pick up.

I will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention.

Family Guide Acknowledgement

I have received the Bright Horizons Family Guide and applicable information specific to center and state policies. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures of the Bright Horizons Family Guide. In addition, I understand that this handbook reflects company-wide policies and that supplemental center and state specific policies may apply. By signing below, I acknowledge receipt of these materials, and agree to abide by them.

I understand that it is my responsibility to address any questions I may have regarding the policies and procedures and information contained in the Bright Horizons Family Guide directly with center management.

Information contained in this guide may be subject to change.

I have read, understand, and accept the conditions noted above.

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

Emergency Medical Care

Every effort will be made to contact me in the event of an emergency requiring medical attention for my child,

If I cannot be reached, the emergency contacts listed above will be called. I authorize Bright Horizons to call an ambulance to transport my child to a hospital or medical facility and to secure for my child the necessary medical treatment. Staff is trained in the basics of first aid and CPR and I authorize them to give my child first aid. In a center, any member of the staff responsible for the care and education of my child may view my child's health information, as well as state licensors for compliance purposes.

CHILD'S HEALTH INSURANCE PROVIDER

NAME OF INSURED

POLICY NUMBER

BRIGHT HORIZONS
Parent Release - Sunscreen and Insect Repellent

Sunscreen and insect repellent should be applied to a child at least once at home to test for any allergic reaction. Aerosol sprays and combined sunscreen and insect repellent are prohibited.

Sunscreen/sunblock must provide UVB and UVA protection with an **SPF of 15 or higher**. Sunscreen **may not** be used on infants under **6 months** of age unless accompanied by a note from the child's medical provider.

Insect repellent may only be used if recommended by public health authorities or requested by a parent/guardian. The repellent must contain a concentration of **30% DEET or less** and may be applied *no more than once a day*. Insect repellent **may not** be used on infants under **2 months** of age.

All sunscreen/sunblock and insect repellent provided by a parent/guardian must be:

- provided in the original container;
- clearly labeled with the child's full name;
- within the expiration date; and
- appropriate for the age of the child.

I give Bright Horizons permission to apply (*name of sunscreen*) _____

and/or (*name of insect repellent*) _____

to my child (*a separate form is required for each child*), _____

From: ____/____/____ To: ____/____/____ (not to exceed one year).

Special Instructions

Sunscreen/Sunblock: _____

Insect Repellent: _____

(Parent/Guardian Signature)

(Date)

Print Name: _____

BRIGHT HORIZONS
CHILD'S INFORMATION

Child's Name: _____ Date of Birth: ____/____/____

Place of Birth: _____ Primary Language: _____

Parent/Guardian Information

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

Home E-mail Address: _____ Home E-mail Address: _____

Cell Phone: _____ Cell Phone: _____

Home Phone: _____ Home Phone: _____

Others in Family Relationship: _____

Parent/Guardian Business Information

Company Name: _____ Company Name: _____

Address: _____ Address: _____

Business Phone: _____ Business Phone: _____

E-mail Address: _____ E-mail Address: _____

Medical Information

Eye Color: _____ Hair Color: _____ Sex: _____

Height: _____ Weight: _____ Race: _____

Identifying Marks: _____

Identified Allergies: _____

Health Insurance Provider: _____

Physician Information

Name of Physician/Clinic: _____ Phone: _____

Name of Dentist: _____ Phone: _____

(Parent/Guardian Signature)

(Date)

I / We agree that the following Parks & Rec. Instructor(s)/Coach(es)/Troop Leaders are authorized to sign my child out of EDS for onsite class(es) only. The instructors' full names are:

Bright Horizons Family Solutions/Marin Day Schools EDS Enrichment Acknowledgement and Activity Policy

Bright Horizons/Marin Day Schools E.D.S. provides an array of wonderful experiences for the children. Parents have the option to sign children up to participate in enrichment or recreational programs outside of E.D.S. The Parks and Recreation Department offer on-site enrichment classes at each campus. There may also be Girl Scouts, Boy Scouts and sport programs. Please understand the following policies are in effect if your child is going to participate in activities that take place on their regular scheduled E.D.S. day:

- Enrichment class instructors/coaches/troop leaders' **full, legal names** must be added onto each child's Bright Horizons Child Release Form as an authorized pick up. Children cannot be released to any adult without prior, written parental consent.
- All children must be picked up and signed out by the designated enrichment instructor/coach/troop leader or other parent-authorized adult.
- Children scheduled to return to Bright Horizons/Marin Day Schools E.D.S. must be walked back and signed back into E.D.S. by the parent-authorized adult.
- Parents need to notify their E.D.S. center if their child will be picked up directly from the after school activity.
- Bright Horizons/Marin Day Schools E.D.S. is not responsible for missed enrichment classes.
- Bright Horizons/Marin Day Schools E.D.S. is not responsible for children once they have been released from our care and direct supervision.

Our priority is for the safety of every child in our care and it is critical that the E.D.S. faculty know where each child is at all times.

I acknowledge that I have received a copy of the Bright Horizons Family Solutions/Marin Day Schools E.D.S. Enrichment Acknowledgement and Activity Policy.

I understand that it is my responsibility to contact E.D.S. with any questions, and make any changes in writing on my child's Information Card that are in effect during the time my child is in E.D.S. care and supervision.

CHILD'S NAME _____

PARENT'S SIGNATURE _____

DATE: _____