

<p style="text-align: center;"><b>Office Use Only</b></p> <p style="text-align: center;"> <input type="checkbox"/> Fall    <input type="checkbox"/> Winter    <input type="checkbox"/> Spring         </p> <p>School Year _____ 2020-21</p>	<p>Early Childhood Laboratory Center for Child &amp; Family Studies University of California, Davis One Shields Avenue Davis, CA 95616</p> <p><b>Contract and Informed Consent</b></p>	<p><b>Return to ECL</b></p>
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Your child (first and last name), \_\_\_\_\_ has been selected to attend the following Early Childhood Laboratory program at the Center for Child & Family Studies:

- Transition Preschool Program, 8:00 am to 12:00 pm                       Prekindergarten Preschool Program, 8:00 am to 2:00 pm

Each program will start on Monday, September 28th and end on Thursday, June 3<sup>rd</sup>. University scheduled quarter breaks and holidays will be observed. Additionally, the program will reserve Wednesday, November 25<sup>th</sup> as a program holiday.

Policies of the ECL are governed by regulations of the State of California, Department of Social Services and the Human Development and Family Studies faculty. These policies are described below. **Please sign this agreement** to indicate that you have read the material and are willing to be governed by these policies.

All families are expected to **attend the virtual Fall Parent Orientation Meeting**. You will be notified of specific date and time.

**Enrollment**

**Enrollment:** In addition to this Contract the following forms **must be completed** before your child enters the program. **All materials are to be submitted to the Administrative Assistant at the ECL Administrative Office.**

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|---|---|
| Identification and Emergency Information/Permissions Form               | Acknowledgement of Receipt of Parent Handbook/Tuition Billing Info. |
| Policy Agreements, including COVID-19 ECL Parent Handbook Updates       | Parents' Rights   |
| Preadmission Health History - Parent's Report                           | Personal Rights   |
| Physician's Report- including documentation of up-to-date immunizations |   |

**Enrollment Periods:** Children are enrolled for a one-year period. During the Winter Quarter, parents will be asked if they would like their child to reenroll at the ECL for the following year. Specific classroom placement will be at the discretion of the staff.

**Disenrollment of Children:** In consideration of the safety and well-being of young children enrolled at the ECL, the Center will disenroll any child whose behavior constitutes a threat to his/her well-being or that of others. In particular, children who purposely leave the facility without an accompanying adult and children who injure or otherwise endanger their peers are subject to disenrollment. (In the latter case, if the potential danger to others is deemed minimal by both the Lead Teacher and the ECL Director, and the parents become actively involved with ECL staff in a course of corrective action, such a child may be continued on a "probationary" basis with the understanding that a further incident may be grounds for disenrollment). Parents' cooperation in following through with intervention strategies recommended by ECL staff is required for continued enrollment. The final decision about disenrollment of a child rests with the Director of the ECL.

**Tuition and Fees**

Tuition is set as a flat monthly rate; we are unable to offer decreased tuition rates for currently enrolled UC Davis student families. Monthly billed rates:

- Transition Preschool Program: \$409.60                      or                      • Prekindergarten Preschool Program: \$614.40
- And once annual nonrefundable Administrative Fee: \$45.00 added to 1<sup>st</sup> month's tuition

Deposit: the final three weeks of tuition must be paid in advance of program participation as a registration deposit (due August 15, 2020). This pre-paid tuition will be applied to the spring quarter or final bill, whichever comes first.

- Transition Preschool Program: \$307.20                      or                      • Prekindergarten Preschool Program: \$505.80

Payments must be by check payable to "UC Regents" paid at CCFS West House Office and due in advance by the 1<sup>st</sup> day of the billing period.

**Program Withdrawal**

Families must provide the director with a written 30-day notice for program withdrawal. The ECL is unable to refund tuition due to COVID-19 related program closures. In the event of extended program closures due to COVID-19, all children may participate (as desired) in small-group, virtual learning programs. The virtual programs will be one hour in length and offered Monday-Thursday.

## Health Information

**Health and Illness Policies:** See *ECL Parent Handbook* and *COVID-19 ECL Parent Handbook Updates*.

**Health Examination:** The *State of California* regulations require that each child have a *health examination*, reported on the Physician's Report.

- a) **Children new** to the program must have had a **health examination within the 12 months preceding attendance, including a test for TB**.
- b) **Children returning** to the program need a **yearly exam**. Physical exams must be completed prior to or within one week of enrollment.

**Immunizations:** Children must be immunized according to California State Regulations Title 17, Division 1, Chapter 4 before attending the ECL. Please **bring** your **child's immunization records** to the ECL administrative assistant.

## Insurance

**Insurance:** The staff and UC Davis students at the Early Childhood Laboratory are covered by the UC Davis liability insurance policy. In addition, the ECL carries a policy for children with the following benefits:

- \$2,000 - accidental death
- \$10,000 - accident/medical expenses as primary with a \$30 deductible
- \$10,000 - dismemberment

## Informed Consent

**Research Projects:** The ECL is a research laboratory for UC Davis faculty and students. All research conducted at the ECL has been approved by the campus Human Subjects Review Committee. Naturalistic observation is conducted daily at the ECL. When research involves more than naturalistic observation, specific permission from parents is requested. While participation in specific research projects conducted at the ECL is voluntary, enrollment in the lab school assumes an interest in active participation with research projects.

The Center for Child and Family Studies (CCFS) is a facility operated by the Division of Human Development and Family Studies of the Department of Human Ecology to provide a laboratory school where UC Davis students and faculty can observe, interact with and conduct selected research projects involving children. The age level programs include developmental and educational opportunities for children and their families. Parents wishing to enroll their children in the Early Childhood Laboratory agree to the following:

**I understand that:**

- 1) The UC Davis Human Subject Review Committee has reviewed the teaching and research functions of the Center for Child and Family Studies and mandated the means by which administration and teaching staff at the CCFS protects parents' and children's rights and privacy.
- 2) All of my child's medical forms are kept confidential.
- 3) Selected students and/or faculty may take photographs, make video or audio recordings, and/or gather observational data of my child at the ECL. Students and faculty will respect my child's right to privacy. Some material may be retained by the ECL staff and be stored securely at the ECL or in the research offices of the Department of Human Ecology. Such material is identified by my child's first name only, unless otherwise permitted by me. Access to this material is limited to me and to faculty and students enrolled in certain classes or engaged in research.
- 4) My child may be observed, virtually, by students from selected Human Development courses. An objective report, based on observational data and child development research, may be written, with my child identified by first name only. The report may be kept by the student.
- 5) My child may be asked to participate in a research project approved by the UC Davis Human Subjects Review Committee. At that time she/he may agree or decline to participate, and this response will be respected. Participation in all research projects is entirely voluntary and may be terminated at any time without prejudice. My written consent will be requested for any research project that involves more than observation of my child.
- 6) While complete confidentiality cannot be guaranteed, the ECL will do its best to assure confidentiality for the families

I/we have read the Informed Consent and policies that govern our participation at Early Childhood Laboratory and agree to comply with them.

**Child's Full Name:** \_\_\_\_\_ **(print)**

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_