Owl's Nest Child Care
Excellence in Nurturing and Education

Version · Sep 29, 2026

Parent / Childcare Contract

Owl's Nest Child Care LLC · Licensed large family child care home · Burbank, California

How to complete this contract. Type into the fields in Adobe Acrobat Reader, Apple Preview or your web browser, or print it and fill it in by hand. Initial each box marked *Initial*, make your choices, and sign on the last page. Email the completed contract to info@owlsnestcc.com or bring it to your enrollment meeting.

Type here ☐ Check all that apply ◯ Choose one

1 Parties and children

This Parent Contract ("Contract") is effective as of the _____ day of _____, 2026, between Owl's Nest Child Care LLC ("Provider"), a Montessori early childhood education program and licensed large family child care home, and the parent(s) or legal guardian(s) below ("Parent").

Provider	
Name	Owl's Nest Child Care LLC — Jennifer Tripet, Provider/Owner
Address	Burbank, CA 91504 · street address provided at enrollment
CCL facility license number	197494045
Licensed capacity	12 children (large family child care home)

Parent/guardian	Parent 1	Parent 2
Name		
Relationship to child		
Address, city, state, ZIP		
Place of employment		
Primary / cell phone		
Email		
Government-issued photo ID type and number (copy required)		

Child	Child 1	Child 2
Legal name		
Preferred name		
Date of birth		
Gender (optional)		

2 Hours and schedule

Provider is open 7:30 AM to 5:30 PM, Monday through Friday, and closes promptly at 5:30 PM. Parents who want to talk with staff at pickup should arrive by 5:15 PM. Please respect that staff have families and commitments of their own. Care outside the contracted schedule is by special arrangement only and is charged at the drop-in rate.

Day	Attending?	Drop-off – pickup time
Monday	☐	
Tuesday	☐	
Wednesday	☐	
Thursday	☐	
Friday	☐	

This schedule stays in effect until changed or ended under Sections 4 and 11. Two daily snacks and toilet learning support are included in tuition.

3 Tuition, fees and payment

Tuition is a monthly rate for a reserved space. It is due on the 1st of each month regardless of attendance, absences or closure days, and it is not prorated.

Initial	Age group	Days per week	Monthly tuition
	0–2 years, or 2–5 years not potty trained	5	**$1,800**
	0–2 years, or 2–5 years not potty trained	4	**$1,700**
	0–2 years, or 2–5 years not potty trained	3	**$1,600**
	0–2 years, or 2–5 years not potty trained	2	**$1,500**
	2–5 years, potty trained	3 to 5	**$1,600**
	2–5 years, potty trained	2	**$1,500**

Children ages 2–5 who are not yet potty trained stay at the higher rate. The $1,600 full-time rate begins the first of the month after the child is fully potty trained.

Initial	Fee	Amount
	Sibling discount	10% off the second child's tuition; the first child pays full tuition
	Drop-in or unscheduled care	$200 per day for ages 0–2; $175 per day for ages 2–6; space permitting
	One-time application fee	$50, non-refundable
	Late tuition	$50 per day after the due date, up to $250 per month
	Late pickup	$25 for the first 5 minutes after the contracted pickup time, then $5 for each additional minute

Parents who will be late must call Provider as soon as possible. Fees are set to cover Provider's actual added costs, as California Civil Code § 1671 requires for contract fees.

INITIAL **Payment method.** Provider accepts Zelle only, unless the owner or director approves another method and it is noted here: _____

Payment option (choose one):

- ◯ **Full tuition on the 1st of each month**
- ◯ **Two installments: half on the 1st and half by the 15th**
- ◯ **Subsidized care (see below)**

Subsidized care. Provider accepts child care subsidies through:

- ☐ Los Angeles County DPSS (CalWORKs Stage 1)
- ☐ Child Care Resource Center (CCRC): ☐ Stage 1 ☐ Stage 2 ☐ Bridge Program ☐ Other: _____
- ☐ Lanterman Regional Center

For subsidized families, the agency pays Provider for the certified schedule. The family pays only the family fee the agency assigns, if any, plus any care used beyond the certified hours. Parents must tell Provider and their agency right away about changes in schedule, work, school or eligibility. If a subsidy ends, private-pay tuition applies from the end date unless Parent gives notice under Section 11.

Provider will give at least 30 days' written notice of any tuition change.

INITIAL **Year-end tax statement.** At the end of each year, Provider gives each family a statement of tuition paid, with Provider's tax ID number, so parents can file their taxes and claim dependent care accounts or credits.

4 Closures, absences and schedule changes

INITIAL Provider closes for major holidays and staff training days only, as listed on the annual calendar. Tuition does not change for closure weeks.

INITIAL Parents send a message through the Playground app as soon as they know a child will be absent for any reason, so staff can plan meals and art and activity prep. Full tuition is due when a child misses one or more days.

INITIAL Schedule changes (for example, 3 days to 5 days) need 30 days' written notice and depend on space and licensed capacity.

5 Arrival, pickup and custody

INITIAL A parent or authorized adult signs the child in and out every day with a full signature and the time, as Title 22 requires. Parents also message Provider through the Playground app when they are on their way for drop-off or pickup, so staff can have the right food and art prep ready and have the child ready to go home.

INITIAL A child is released only to a parent or an adult 18 or older listed on the child's Identification and Emergency Information form (LIC 700), or arranged in writing in advance. The adult must show government-issued photo ID, which Provider will copy, and Provider will call the parent to confirm.

INITIAL Provider will not release a child to an adult who appears impaired by alcohol or drugs. Provider will contact another authorized adult and, if needed, law enforcement.

INITIAL Both parents have equal right to pick up unless Provider has a copy of a court order that limits custody or visitation. Parents must give Provider a copy of any custody order or legal documentation that affects pickup.

INITIAL If no one has picked up a child by closing and no authorized adult can be reached within one hour, Provider may contact local law enforcement or child protective services.

6 Health, immunizations, illness and medication

Provider follows Title 22, California Department of Public Health (CDPH) guidance, and CDC and American Academy of Pediatrics recommendations for child care.

INITIAL **Immunizations.** Every child must have the immunizations California requires for child care, or a valid medical exemption, before starting (Title 22 § 102418; Health and Safety Code § 120325 et seq.). Personal belief exemptions are not accepted under state law. Medical exemptions must be issued through the state's CAIR-ME system. Parents provide updated records as new doses are given.

INITIAL **Staff immunizations.** Provider and staff meet California's child care staff immunization requirements for influenza, pertussis and measles (Health and Safety Code § 1596.7995).

INITIAL **Before the first day**, Parent provides: the child's birth certificate, immunization record, health insurance card, the Child's Preadmission Health History (LIC 702), and a copy of each parent's photo ID.

INITIAL **Sick child policy.** A child stays home or is sent home for: fever of 99.9°F or higher; vomiting or diarrhea; an undiagnosed rash; eye discharge; trouble breathing; or illness that keeps the child from taking part in the day. The child may return after 24 hours without fever, vomiting or diarrhea, without fever-reducing medicine, or with a doctor's note. Parents must pick up a sick child within one hour of being called.

INITIAL **Contagious illness.** Parents tell Provider within 24 hours if the child or a household member has a reportable or contagious illness, such as COVID-19, flu, RSV, measles, pertussis, strep or hand, foot and mouth disease. Provider follows current CDPH and Los Angeles County Public Health guidance on exclusion and return, and notifies families of exposures without naming the child.

INITIAL **Medication.** Prescription and non-prescription medicines, ointments and creams are given only with a signed Medication Consent (LIC 9221), in the original labeled container with the child's name and dosing instructions. The first dose of any new medication is given at home. Provider logs every dose and tells Parent the same day. A child who has a medical condition or allergy, or who needs medication, an inhaler, an epinephrine auto-injector or other medical care at Owl's Nest, must have a current **Owl's Nest Child Health Care Plan** signed by Parent and the child's physician before that care is given. Inhaled medication also requires a Nebulizer Care Consent (LIC 9166) for each staff member who gives it.

INITIAL **Emergencies.** Provider calls 911 when needed, then the parents. Parent signs the Consent for Emergency Medical Treatment (LIC 627). Parents receive a written report of any injury beyond a minor scrape the same day.

INITIAL **Allergies and special health needs** are listed on the enrollment forms and the **Owl's Nest Child Health Care Plan**, and Parent updates them whenever they change.

INITIAL **Emergency and disaster plan.** Provider keeps a written emergency and disaster plan and holds regular fire and earthquake drills. If the home must be evacuated, children will go to George Washington Elementary School across the street, Earth Walk Park at 1922 Grismer Ave., Burbank, CA 91504, or the bike path across the street on Washington Circle. If cell service is working, Provider will contact parents by phone and through the Playground app. If cell service is down, parents must meet Provider at those locations. Parents keep at least one emergency contact on file who can pick up if they cannot.

7 Safe sleep, meals and supplies

INITIAL **Infant safe sleep.** Infants under 12 months sleep on their backs in a crib or play yard with a firm, fitted sheet and no blankets, pillows, bumpers or toys (Title 22 § 102425; AAP and CDC safe sleep guidance). A different position requires a written physician's order.

INITIAL **Meals.** Two daily snacks are included. Morning snack is served only to children who arrive by 8:45 AM. Children arriving after 8:45 AM must eat before they come in, so the class can stay on schedule. Parents bring their child's lunch, labeled with the child's name and date. Children may not share food. When a child in care has a severe food allergy, Provider may ask all families to leave certain foods (such as nuts) out of lunches and will tell families in writing.

INITIAL **Supplies.** Parents bring any supplies their child needs, labeled with the child's name, such as diapers, wipes, diaper cream, extra clothes, and a sheet and blanket (blankets for children 12 months and older only). Sheets and nap blankets go home for washing every Friday. Toys and other items from home are not allowed. Any that come in stay in the child's lunch box until pickup, and Provider is not responsible for them.

8 Program and guidance

INITIAL **Curriculum.** Provider offers a Montessori early childhood education program guided by the California Infant/Toddler Learning and Development Foundations and the California Preschool/Transitional Kindergarten Learning Foundations.

INITIAL **Positive guidance.** Provider uses redirection, modeling and natural consequences. Corporal punishment, humiliation, threats, and withholding food or rest are never used (Title 22 § 102423, personal rights).

INITIAL **Working together.** Parent encourages the child to follow teachers' instructions. When behavior concerns continue, Provider meets with Parent to make a support plan, and may refer to Regional Center or early intervention services, before any decision to end care. Therapy sessions held at Owl's Nest (such as speech, occupational or behavioral therapy) are for the child only, and parents do not attend them here, because it is very hard for children to transition when parents are present. Parents who wish to attend therapy can arrange sessions at home or at the therapy provider's office. This does not limit a parent's right to enter and inspect the home under Section 9.

INITIAL **Nondiscrimination and disability access.** Provider does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, gender identity, sexual orientation, disability, medical condition or any other protected status (Unruh Civil Rights Act, Civil Code § 51). Provider makes reasonable accommodations for children with disabilities under the Americans with Disabilities Act.

INITIAL **Smoke-free.** No smoking, vaping or cannabis use on the premises or in view of children (Title 22 § 102424).

INITIAL **Developmental screening.** ◯ **I give** ◯ **I do not give** permission for Provider to complete developmental screenings (such as the Ages & Stages Questionnaire) as part of the program. Provider reviews results privately with Parent and does not share them with anyone else without Parent's written consent.

Photo permission (choose each):

◯ **I give** ◯ **I do not give** permission for photos of my child in Provider's private parent photo album.

◯ **I give** ◯ **I do not give** permission for my child's photo on Provider's website, social media or advertising. Provider will not post a child's full name.

Other permissions (choose each):

◯ **Yes** ◯ **No** — Provider may apply sunscreen that I supply or approve, labeled with my child's name.

◯ **Yes** ◯ **No** — Provider may apply insect repellent that I supply or approve.

◯ **Yes** ◯ **No** — My child may go on supervised neighborhood walks. Provider will notify parents in advance of any field trip, and any trip involving transportation requires a separate signed permission.

9 Parents' rights and licensing

Provider is licensed by the California Department of Social Services, Community Care Licensing Division (CCL). Under Title 22 § 102419 and the Health and Safety Code, parents have the right to:

- Enter and inspect the child care home during operating hours without advance notice.
- Review Provider's public licensing file at the local CCL office (Health and Safety Code § 1596.859).
- File a complaint with CCL without discrimination or retaliation (Health and Safety Code § 1596.857).

INITIAL I have received the Notification of Parents' Rights (LIC 995) and the Family Child Care Consumer Awareness Information, and signed receipts for both.

INITIAL I understand that CCL licensing staff may inspect the home and interview children in care without prior notice to or consent from parents.

INITIAL I understand that Provider and all staff are mandated reporters and must report any suspected child abuse or neglect (Penal Code § 11166).

INITIAL I understand that Provider, staff and any adult living in the home have cleared fingerprint background checks through the California Department of Justice and the FBI, and the Child Abuse Central Index, as state law and the federal Child Care and Development Block Grant Act require.

INITIAL Provider carries liability insurance for its child care operation (Health and Safety Code § 1597.531).

INITIAL There are no pets in the home. Provider will notify parents in writing before any pet is added.

10 Required forms

These are completed before the first day and kept in the child's record (Title 22 § 102421):

- ☐ This signed Parent Contract
- ☐ Identification and Emergency Information (LIC 700)
- ☐ Child's Preadmission Health History (LIC 702)
- ☐ Consent for Emergency Medical Treatment (LIC 627)

- [ ] Notification of Parents' Rights (LIC 995) receipt
- [ ] Immunization record or CAIR-ME medical exemption
- [ ] Birth certificate, health insurance card and parent photo IDs
- [ ] Owl's Nest Child Health Care Plan, Medication Consent (LIC 9221), and LIC 9166 or LIC 9222, if the child has a medical condition or allergy or needs medication
- [ ] DPSS, CCRC or Regional Center authorization, if applicable

11 Withdrawal and termination

INITIAL **By Parent:** 30 days' written notice is required, with tuition owed for the notice period.

INITIAL **By Provider:** Provider may end care with 30 days' written notice. Care may end sooner for nonpayment after 5 days, or when a child's or adult's conduct threatens the safety of children or staff and a support plan has not resolved it. Provider also reserves the right to refuse or end service, with 30 days' written notice, when enrollment is no longer a good fit for the family and staff. This decision is never based on a child's or family's protected status or disability, or on a parent's complaint to CCL. If Parent breaches this Contract, Provider may end care immediately upon written notice, and any tuition and fees owed through that date remain due.

INITIAL **Updates:** Parents keep contact, pickup, health and emergency information current.

12 Acknowledgments and signatures

INITIAL I have received the Parent Handbook, the Sick Child Policy, the annual calendar and the list of items to bring.

INITIAL I agree to follow the policies of Owl's Nest Child Care, and I understand care may end under Section 11 if they are not followed.

INITIAL I understand this Contract does not replace any rule in Title 22 or California law; where they differ, the law controls.

INITIAL **Communication.** All notices, messages and updates between Provider and Parent happen through the Playground app or by email, and Parent agrees to receive notices this way.

INITIAL **Concerns and grievances.** Parents send any concern or grievance to Provider by email. Provider will reply by email within 2 business days at most. Parents may also contact Community Care Licensing at any time, as described in Section 9.

General terms. This Contract, together with the Parent Handbook and policies listed above, is the entire agreement between Parent and Provider. Any change must be in writing and signed by both. California law governs this Contract. If any part is found invalid or unenforceable, the rest remains in effect.

By signing, Parent confirms they have read this Contract, received a copy, and agree to its terms. Provider keeps a signed copy in the child's record.

Parent/legal guardian 1

PRINTED NAME	SIGNATURE	DATE

Parent/legal guardian 2

PRINTED NAME	SIGNATURE	DATE

Provider/Owner, Owl's Nest Child Care LLC

PRINTED NAME	SIGNATURE	DATE
Jennifer Tripet		

Questions about this contract? Call (818) 601-7878 or email info@owlsnestcc.com.