

General Terms and Conditions

- 1.* _____ The center will be closed for the following holidays on the day the holiday is observed: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day. Please refer to the Parent Handbook for the vacation/sick policy.
- 2.* _____ Proof of current immunizations or a signed exemption form must be provided at enrollment and updated for attendance to continue. Exemption forms will not be accepted for infants
- 3.* _____ Parents are expected to bring their children into the center and check them in and see that they are under supervision before leaving the premises. Children must be checked out before leaving the center. Parents are welcome to visit at any time.
- 4.* _____ Parents will be called to pick up children who become ill. Children must be fever and symptom free without medication. A signed statement from a physician indicating your children are no longer contagious may be required in certain circumstances.
- 5.* _____ If your child is scheduled to be picked up by a Latchkey van from school and does not need transportation for a given day, you must notify the center at least one hour before the scheduled pickup time. Failure to notify the center will result in a \$20 charge to your account.
- 6.* _____ I hereby give permission for Little People's Academy to transport my child to an emergency relocation site for staff, teachers and children when it is unsafe to remain at the childcare facility. I understand normal safety rules will be followed, as much as possible, but that the highest priority is to relocate to a safe location.
7. Discipline and guidance are consistent and based on individual needs and development. We will promote self-discipline. Physical punishment is never permitted.
8. Every preschool child will have an afternoon rest period/nap.
9. Every child must have a change of clothing that is left at the center to be used in case of accidents. All clothing must be marked. The center is not responsible for lost clothing.
10. We ask that children not bring toys or personal items from home to the center except for "show and tell" or VIP days. The center is not responsible for damage or loss of any articles brought to the center.
11. Little People's Academy will only administer dated, labeled (prescribed or over the counter medications) with a signed medication form.

Financial Terms and Conditions

- 12* _____ I agree to pay a registration fee of \$50 at the time of enrollment. This is non-refundable. I also agree to pay the \$25 annual supply fee at the beginning of each subsequent school year. A re-registration fee of \$15 will apply if my child has been disenrolled.
- 13* _____ I agree to pay each Monday my regular weekly fee as agreed by contract.
14. If my child is in Latchkey, full payment for the month is due by the 10th of each month. Accounts not paid in full are subject to a \$10 late payment fee per week. Failure to pay tuition will result in disenrollment.
- 15* _____ I agree to a LATE PICKUP FEE that I may be charged as stated in the handbook. The fee is per child for each 15 minute period the child remains at the center after closing. For example: a child picked up from 6:31pm-6:44 pm \$15, from 6:45-6:59 pm \$30.00.
- 16* _____ I agree to pay a \$20 RETURNED CHECK, ACH, CREDIT CARD fee. The center has the option to require cash payments. All payments in advance are non-refundable. No credit, abatement, or discount will be given.
- 17* _____ If I wish to withdraw my child from the center for any reason, I agree to give the center two weeks written notice prior to withdrawal. The center will charge tuition fees for that two week period. To simply stop attending does not substitute for giving notice.

To the parents of infants and toddlers

The parent shall provide the following: at least 2 complete changes of clothing and a blanket.

The center will provide the following: House formula, disposable diapers and wipes, baby food.

Every effort shall be made to coordinate toilet training at the center with training started by the parent. No effort shall be made to toilet train until the parent and management agree that the time is right. This occurs in the Early Learners classroom.

11. Little People's Academy participates in the CACFP (Child and Adult Care Food Program). **This institution is an equal opportunity provider.** Your child will be offered the following meals:

Breakfast Lunch Afternoon snack

**We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community.

Ethnicity(circle one): *Hispanic or Latino *Not Hispanic or Latino. **Race(circle one or more)** * American Indian or Alaskan Native, *Black or African American, *Asian, *Native Hawaiian or other Pacific Islander, * White

What would you like us to know about your child?

How did you hear about us?