

# ENROLLMENT RECORD / APPLICATION

**Please Print Clearly**

CHILD'S LEGAL NAME				
NAME CHILD IS CALLED			BOY	GIRL
BIRTHDATE	/	/	AGE	RELIGIOUS PREF

**"Parent A"**

**"Parent B"**

NAME YOU GO BY		
ADDRESS		
CITY & ZIP		
HOME PHONE		
D.L. NUMBER		
EMPLOYER		
OCCUPATION		
WORK PHONE #		
OTHER PHONE # <small>(SPECIFY IF MOBILE, PAGER, ETC.)</small>		
OTHER PHONE # <small>(SPECIFY IF MOBILE, PAGER, ETC.)</small>		
E-MAIL ADDRESS		

BROTHER / SISTER NAMES	AGE	BIRTHDATE

***I understand all payments are 100% non-refundable  
if registration is canceled FOR ANY REASON. Signed X***

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START DATE	<b>08/23/09</b>	CLASS	<b>Kangaroos</b>	MONTHLY RATE	<b>\$1,250</b>
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<b>\$ 95.00</b>	INITIAL REGISTRATION FEE	
<b>\$ 625.00</b>	DEPOSIT (50% OF MONTHLY TUITION)	
<b>\$ 405.00</b>	FIRST MONTH'S TUITION FOR August	
<b>\$ 120.00</b>	SUPPLIES FEE FOR 12 MONTHS @ \$10.00 \$ 120	
<b>\$</b>	Emergency Alert System Fee ( \$60.00 per Family per Year, Billed in September)	
<b>\$ 1,245.00</b>	<b>TOTAL DUE</b> (Payable to: <i>Child's Day</i> )	

<b>\$</b>	PAID	/	/	CHECK #	MONTHLY RECEIPT?
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## ENROLLMENT AGREEMENT

This Agreement is between Child's Day, Inc. (the "Center"), and

\_\_\_\_\_ (the "Parents"),  
the parents or guardians of \_\_\_\_\_ (the "Child").

Enrollment will continue until terminated in accordance with Section "D." of this Agreement.

This Agreement becomes effective upon execution.

### **A. BASIC SERVICES**

- The Center will provide a child care and enrichment program of play and learning experiences appropriate for the ages of the children enrolled. A balance of active and quiet play will be established, with individual and group activities geared toward the emotional, social, physical and individual growth of young children. Each child will be placed in a group of peers based on age, level of development, and special needs as determined by the staff of the Center.
- Regular operating hours will be 7:00 am to 6:00 pm, Monday through Friday throughout the year, except closings for holidays and inclement weather as described in the Parent Handbook.
- Children in attendance will have a nap or rest time each day, and will receive a nourishing snack in the mid-morning and in the mid-afternoon.
- Children will receive assistance with personal care as needed.
- The Center will notify Parents of suspected exposure to any communicable illness.
- The Center will make reasonable efforts to safeguard children's personal belongings, but will not be responsible for lost or broken items.
- The Center or any staff member will report any suspicion of child abuse, neglect or endangerment to appropriate authorities.

### **B. PAYMENT PROVISIONS**

- Tuition is **due and payable on the first of each month**, in advance. A late charge of two percent (2%) is due if payment is received after the fifth of the month. Enrollment is terminated if payment is not received by the tenth of the month.
- Payment for optional classes (such as music or gymnastics) is also due on the first of each month, in advance.
- The initial Monthly Tuition, Deposit, Registration and Supplies Fees are as shown on the **ENROLLMENT RECORD / APPLICATION** form. Tuition rates may be changed by the Center upon thirty (30) days written notice or immediately in the event the Child changes to a different class or attendance schedule. When tuition increases, the Parents will increase the amount on Deposit to equal one-half of the new tuition rate.
- A Supplies Fee is billed each Fall. A pro-rated Supplies Fee is due if registration occurs after the "school year" begins.
- Each year, from September through March, the Deposit may be refunded following withdrawal, provided the Center has received one full month advance written notice of withdrawal **effective the last day of the month**. Each year, from April through August, the Deposit becomes a **non-refundable** "reservation fee" to hold the Child's place for Fall (children must remain continuously enrolled to retain their place). **All other payments are entirely non-refundable, including all payments made at the time of registration, in the event enrollment is canceled for any reason.**
- If a child **leaves** the Center after 6:00 pm for any reason, a Late Pick-up Charge of **\$1.00 PER MINUTE** will be due and payable. Late Pick-Up charges are calculated to the time the Child actually leaves the Center.
- **There are NO REFUNDS OR CREDITS allowed for time missed from school for any reason.**

**C. OBLIGATIONS OF PARENTS**

The Parents will:

Furnish required medical information within fourteen (14) days of enrollment and regularly thereafter;

Bring the Child to a teacher each day, sign IN and upon pick-up, sign OUT on the class attendance register;

Notify the Center when a person not previously authorized in writing or not known to the staff will pick up the Child;

Provide the Child with a nutritious, well-balanced lunch in a labelled bag or box;

Dress the Child appropriately following guidelines in the Parent's Handbook;

Abide by "Illness Exclusion" and "Arrival Time" policies

Notify the Center if the Child contracts or is exposed to any communicable illness or is absent for any other reason;

Immediately pick up the Child when notified of illness;

Attend Parent conferences when requested;

Keep ENROLLMENT RECORD information current;

Give the School written notice of withdrawal a full month in advance, as of the end of the month; Full payment of tuition and applicable fees is the responsibility of Parents through the last day of the month following 30 days notice.

Park only in spaces not marked as reserved for others;

Respect the non-religious nature of Center programs;

Refrain from reprimanding or disciplining children of other families while on the Center premises;

Abide by all rules and policies in the Parent Handbook.

**D. TERMINATION OF ENROLLMENT**

Enrollment will be considered terminated if:

The Parents give the Center one full month advance written notice of withdrawal, effective the last day of the month;

Payment is delinquent beyond the 10th day of the month;

The Parents fail to comply with this Agreement, the Parent Handbook, or any other rules of the Center;

The Center, in its sole discretion, determines it is unable to meet the needs of the Child, or that it is not in the best interest of the Center or other children enrolled to have the Child continue in attendance;

There is serious illness or death of the Child.

The Center and its staff retain the sole right and responsibility to determine any disputed factual matters regarding termination of enrollment.

**E. MEDICAL TREATMENT AUTHORIZATION**

The Center is authorized to secure such emergency medical treatment as may be required. The Parent agrees to pay all expenses incurred in connection with such emergency medical treatment. The Center will use its best efforts to immediately notify a parent or a person designated to be called in case of emergency. The Parents authorize any licensed physician or medical center to treat the Child in case of an emergency.

**F. FIELD TRIPS / WATER ACTIVITIES**

Permission is granted for the Child to participate in supervised field trips and water play activities planned by the Center. Notice of field trips will be posted in the Center at least one day in advance. The Center is authorized to transport the Child on

such field trips. Appropriate precautions will be taken and safety guidelines followed by the Center.

**G. HEALTH CERTIFICATION**

The Child has been examined within the past year by a licensed physician and is able to participate in the early childhood / preschool program at the Center. The Center will be provided with a "Medical Information / Immunization Record" form within two weeks, completed and signed by the Child's physician. Any adult staff member of the Center is authorized, as necessary, to administer an aspirin substitute (Tylenol, etc.) which the Parents will provide in its original container.

**H. PARENT'S HANDBOOK / GUIDE TO DAY CARE**

The Parents have received the Center's PARENT HANDBOOK and the licensing agency publication, "Parent's Guide to Day Care" and have discussed its contents with the Parents.

**I. CHILD RELEASE PROCEDURE**

The Center will release the Child only to those parents and others the Parents designate in writing. The Parents shall specify a unique *Code Word* which must be given upon request, along with positive identification, by any person picking up the Child. The Parents will notify The Center, in advance, if a person not previously authorized in writing or not known to the room staff will be coming for the Child. This person will be required to provide the Code Word and positive photo identification.

**J. PHOTOGRAPHS RELEASE**

The Center is authorized to photograph the Child and use the resulting photographs for any school related use, including but not limited to news media or promotion, and the Parents release all rights, title, and interest in the finished photographs and negatives.

**J. MODIFICATION OF THIS AGREEMENT**

This Agreement may be modified by the Center, by written notice to the Parents, whenever any circumstances covered by the Agreement change.

**K. OTHER TERMS / SIGNATURES**

The Parents will cooperate with the policies of the Center, perform the obligations of parents set forth in this Agreement, and abide by the rules, regulations, and policies provided by the Center. The Parents will not employ or attempt to employ any person employed by the Center for a period of twelve months after their employment by the Center terminates. The Parents have read the terms of this Agreement and all questions have been satisfactorily answered. The Parents release the Center, its owners, officers, and staff from any liability for injury or damages of any kind not resulting from gross negligence.

**PARENT / GUARDIAN SIGNATURE:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_