

Kid's Town Admissions Agreement

12/2018

1. Basic Service

We accept children ages 6 weeks through Kindergarten. All children are given an equal opportunity, to participate in all areas of age appropriate learning. These activities may include manipulative, clay, and/or play-doh, painting, dramatic play, circle, music and movement, outside play, group and individual activities, story time, cooperative games, quiet time, etc. Please be considerate of curriculums in progress when dropping off and or picking up children. We also provide the Toddler Option program for children ages 18 months to 36 months. If you would like your child to be placed in this program please indicate so on the appropriate forms.

2. Optional Service

Kid's Town may hire consultants to come in and work with small groups in such extracurricular activities as: Sign Language, foreign language, movement and music, etc. Fees for child's participation may not be included in the normal rates and will be discussed separately as needed or requested.

3. Payments

3.1 Rates and Basic Services

Monthly Rates are a flat fee and are paid each month regardless of holidays or vacations.

***Please see attached rate agreements for each program.**

3.2 Drop ins

Drop ins are at Director's discretion and as space allows. Please see current rate sheet for drop in rates by class.

3.2 Rate for Optional Services

All optional service rates are based upon the type of service. Rates will be discussed prior to enrollment in any service.

3.3 Payment Method

Invoices will go out throughout the year. Tuition is a flat rate that is due before the 1st of the month whether you have or have not received an invoice for that month. Our rates are the same each month unless notified otherwise. Tuition is considered delinquent

as of 5:30p on the 1st of the month. If a payment is late a \$25 late fee will be added to your payment. Any fees not paid in full within two weeks of due dates will be subject to an additional court cost and/or termination from the center.

If a check is returned unpaid, it will be the parent or legal guardians' responsibility to pay in the way of cash or cashier's check in the future and there will be a charge of \$45 in addition to any bank charges for returned checks. If a situation arises, it is best to notify us as soon as possible, so as we can make any needed accommodations that will be everyone's favor. Any fees not paid in full within two weeks of the due dates will be subject to an additional court cost and/or termination from the center.

If a child is not picked up by their scheduled time or is dropped off prior to their scheduled time the charge is \$15 per 15 minutes per child and will be added to your next invoice. If a child is picked up after the center closes it is a charge of \$1/minute payable to the closing teacher when you pick up your child. There is a non-refundable bi-annual registration/supply fee per year due in September and February.

A two week notice is required prior to termination for one child and 30 days for siblings.

4. Modification Conditions

You will be notified 30 days in advance and will be required to sign a new Admission Agreement if any modifications are made to this agreement.

Kid's Town reserves the right to terminate enrollment if at any time placement of a child is determined to be no longer appropriate.

5. Refund Policies

All fees are nonrefundable, with the exception that Kid's Town finds a placement inappropriate and terminates services for the child.

You will not be credited for missed days. Please see ILLNESS POLICY in your Parent Handbook for instructions concerning illness.

Biannual supply fees and registration fee are non-refundable.

6. Terminations

Should a child exhibit any behavior problems we will work with you and your child to resolve them. In the event of serious behavior problems a parent or guardian will be called and asked to pick the child up. All fees will remain in place at this time, in order to save a space for your child. A child exhibiting prolonged disruptive behavior may be terminated from the center, and, in extreme situations, termination would be immediate.

Kid's Town reserves the right to terminate enrollment if at any time placement is determined to be no longer appropriate.

7. Rights of the Licensing Agency

The Department of Social Services, Child Care Licensing has the authority to interview children or staff without prior consent. The Licensee shall ensure that provisions are made for private interviews with any child(ren) or staff members. The Department has the authority to inspect, audit, and copy a child or child care records upon demand during normal business hours.

8. Signatures

Please re-write the following statement and sign below after carefully reading all the above.

I, _____

The parent(s) or legal guardian of

Child: _____

“I have read and agree to all the above.”

Re-write- _____

Signature of Parent(s) or Legal Guardian

_____ Date _____

Signature of Director/Owner

R. Aldrich

Date _____

