



ABC Academy Enrollment Contract

Annual Period September 1 – August 31

Welcome to ABC Academy. We look forward to a healthy and happy relationship with your family. The following policies have been created to help ensure the smooth operation and safety of the program while providing care for the children.

TUITION AND FEES

Contract Period: _____ to _____
(Start Date; Month/Day/Year) (End Date; Month/Day/Year)

Please specify the days and hours your child, _____ will attend:

Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____

If your hours change in any way, notify ABC Academy immediately. Contracted tuition rates will be adjusted to reflect any permanent change in hours.

\$ _____ - \$ _____ = \$ _____ \$ _____ _____
Monthly Fee Sibling Discount (If Applicable) Adjusted Monthly Contract Fee Coupon Credit If Applicable Coupon Code

Monthly Tuition Fee \$ _____ Prorated Tuition Partial Month Contract (if applicable) \$ _____

_____ X \$ _____ = \$ _____ _____
Partial Month(s) in Contracted Period (If Applicable) # of Contracted Weeks Partial Month(s) Weekly Rate Prorated Month Fee Final Payment Due Date

You are required to give one month's notice in writing of any reduction in your child's schedule. Tuition will be reduced to the new rate thirty (30) days after notice is received. If your child's schedule changes from full-time to part-time, ABC Academy cannot guarantee that a full-time slot will be available in the future.

You may elect to pay the monthly tuition in full on the first of each month or semi-monthly with payment due on the 1st and 15th of each month.

_____ I elect to pay tuition in the amount of \$ _____ on the 1st day of each month.

_____ I elect to pay tuition in the amount of \$ _____ on the 1st and the 15th of each month

Tuition will not be reduced due to illness, absences or holidays. You will be notified of any changes in tuition within (30) days of the change. Tuition is based on ratios in assigned classrooms.

Your first tuition payment of \$ _____ will reserve your child's space with ABC Academy. If ABC Academy is unable to provide space for your child, this payment will be refunded.

All payments are processed through ACH. A \$10.00 handling fee will be added for non ACH payments.

When you withdraw your child, you must give at least thirty (30) days written notice **prior to withdrawal**. You agree to pay all tuition and fees for thirty (30) days following your notice to the Center, even if your child is not in attendance.

Tuition is payable in advance and is due by:

- The 1st of the month, for monthly payments.
- The 15th and 30th for semi-monthly payments.

If the tuition is not received when due, a \$25.00 non-payment fee per week will be added until the tuition is paid in full.

If payment is delinquent for one week or more, care may be suspended until the full balance is current and your child's space will not be reserved. Although payments may be split between parents or supported by subsidy, each parent is still responsible for timely payments of the full tuition. Tuition is due regardless of a child's absence from the program for any reason, and is required to hold a child's space.

A non-refundable \$65.00 registration fee is due at the time of registration, if applicable. A \$40.00 re-registration fee is due annually and subject to change. If your child withdraws from the program and later re-enrolls, a new registration fee is due at that time.

A late pick-up fee of \$1.00 per child for each minute your child(ren) remains after closing. The fee is subject to change.

A \$40.00 fee will be charged for a check returned for insufficient funds. A \$10.00 fee will be charged for ACH payments returned for insufficient funds. If this occurs more than once, ABC Academy may require payment by another method for enrollment to continue.

Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee due. Notices will be posted in advance. A signed permission slip will be required in order for your child to participate in a field trip. Summer Camp Activity fees will be posted and due on June 1 for summer program.

If your tuition is subsidized, any misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for all underpaid tuition.

(Continued on back)

COMINGS AND GOINGS

The center is open from 6:00 a.m. to 6:00 p.m. Monday-Friday. The Center is closed for certain holidays. The Center's hours and holiday schedule are set and posted annually but may be changed at any time with thirty (30) days' notice.

The Center will be open whenever possible on a regularly scheduled day, during usual business hours. The procedure for notifying families of closures or late openings due to severe weather or other conditions will be sent via Tadpoles communication system. If it is necessary to close early, it will be your responsibility to arrange for your child's early pick up. There will be no tuition credit for any time the Center is closed.

Your child will only be released to you or to the persons you have listed on the *Informed Consent Form/Child Release*. Emergencies may prevent you from picking up your child, therefore, include those individuals who you would authorize in such events. If you want a person who is not identified on the *Child Release* you must notify Center management in advance, in writing. **Your child will not be released without prior written authorization.**

Late pick-up is an exceptional occurrence and not a normal program option. It can be distressing for children to be left in the care of others after-hours. Staff work long days and expect to leave at the end of their scheduled times. Please allow enough time to arrive at the Center, pick up your child and leave by your scheduled time. If a child has not been picked up after closing and we have not heard from you, we will attempt to contact you and then the emergency contacts listed on the *Child Release*. Provisions will be made for someone to stay with your child as long as possible, but if we are unable to reach you or an emergency contact after two hours, we will call the local child protective services agency. Repeated late pick-ups may result in dismissal from the program.

ABC Academy legally cannot deny access to or release of a child to either parent/guardian, unless there is an active restraining order, a specific schedule of court-ordered visitation rights, or other Court Order

in place. If the family is not in agreement or the situation is unclear, we will require the family to return to the court to resolve their differences.

MISCELLANEOUS

In an effort to maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by Center staff is discouraged. However, should you hire any Center staff, it must be outside the Center premises and hours of operation and with the understanding that such arrangements and payments for services are solely between you and staff members. The arrangements are not sanctioned by the Center, Client, or by ABC Academy, Inc., and you agree to hold ABC Academy, Inc. harmless from any such arrangement. In addition, if a staff member leaves ABC Academy's employment to work for you within 6 months of his or her departure, you agree to pay a placement fee of \$2500.

If ABC Academy is concerned that your child's needs are not being met in our program, we will involve you in the process of identifying the issues and working towards resolution. However, if after reasonable and appropriate interventions have been tried, ABC Academy determines that the program is not in the best interest of you, your child, or the Center, we may require that your child be suspended from the program. Suspension procedures will be implemented in the time frame that is deemed appropriate by ABC Academy. If ABC Academy believes, in the sole discretion, that the actions of a parent or guardian are disruptive, inappropriate or inconsistent with the Center's best interests, it may elect to end a child's enrollment.

A licensing notebook containing licensing inspections, special investigation report and related corrective action plans since May 28, 2010 is available to parents to review during hours of operation.

You give ABC Academy, Inc. permission to photograph and/or videotape my child while in attendance. These photos may be used in marketing and advertising for ABC Academy, Inc. unless you provide a written request to the contrary (*see Video and Photograph Policy in Parent Handbook*).

_____ At this time I am planning to submit a renewal contract as a continuation of services after the expiration of my current contract.

_____ At this time I am NOT planning to resubmit a renewal contract as a continuation of services after the expiration of this contract.

If not, anticipated start date of future contract: _____ (Minimum one month expiration period between contracts.)
The minimum absence period will be waived for parents using services to attend college. Proof of enrollment is required.

This Enrollment Agreement is not intended to be all inclusive. Other items and conditions of your child's enrollment are contained in our Parent Handbook. Your enrollment is also subject to all of ABC Academy's policies and procedures which may change from time to time.

I acknowledge that I have received a copy of the ABC Academy's Parent Handbook. I understand that it is my responsibility to contact ABC Academy with any questions I have about information contained in the Parent Handbook or any document relating to enrollment policies and procedures.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Center Director: _____ Date: _____