



# Enrollment Agreement – Financial Terms and Conditions

- A non-refundable registration fee (\$35 per family) will be charged at the time of enrollment and again each year (\$25 per family) throughout attendance. **If a child temporarily withdraws from Kid’s Place for a period of 6 weeks or longer, a returning enrollment fee (\$35 per family) will be assessed.**

## SPECIAL NOTES:

~~Children who leave daycare for appointments, summer school, to go for a walk with parent, etc. and later return after the activity, will not be checked out for this period of departure. They will remain on the clock and be billed for this time.

~~The chosen payment option cannot be changed randomly. Circumstances which would allow a contract change include:

- summer months
- long-term change in work/school hours

## 1 - WEEKLY CONTRACT

- Full time – unlimited hours
- ½ time – up to 30 hours/week
- ¼ time – up to 15 hours/week

This option provides no deductions for absences. **Fees are to be paid on the morning of the first day a child attends.** If tuition is not paid prior to the close of business on the first day of attendance, a **late payment fee** (\$10) may be added. The child will be suspended from Kid’s Place until full payment is made. Time that exceeds the ½ or ¼ time contracts will be billed at the hourly rate.

Each child on a **weekly contract** may take 5 “free” days. Vacation days may not be saved up from year to year. All vacation dates should be submitted in writing to the office.



**For weekly contracts:** Kid’s Place is open during Christmas break and the regular tuition is charged, regardless of whether or not the child is present.

During Christmas break, parents of school-age children or children attending a preschool who are on a weekly contract may increase their weekly contract hours or remain on their existing contract – no decreasing weekly contract hours. Parents may use their 5 vacation days during the Christmas break if they so choose.

**FULL TIME WEEKLY CONTRACTS** will **not** be charged for any days that Kid’s Place is closed (Labor Day, Thanksgiving, the day after Thanksgiving, Christmas, New Year’s Day, Memorial Day, July 4<sup>th</sup>). **There will be no reduction for ½ time and ¼ time weekly contracts.** On Christmas Eve and New Year’s Eve the program closes at 4:00pm. If the holiday falls on a week-end, the legal holiday will be observed.

## 2 - DAILY CONTRACT

- Full time – unlimited hours
- ½ time – up to 6 hours/day
- ¼ time – up to 3 hours/day

Fees are to be paid **each morning of attendance** or on the morning of the first day of the week that the child attends. If tuition is not paid prior to the close of business on the first day of attendance, a late payment fee (\$10) may be added. The child will be suspended from Kid’s Place until full payment is made. Time that exceeds the ½ or ¼ time contracts will be billed at the hourly rate.

## 3 - HOURLY RATES

Hourly rate contracts will be billed weekly for the previous week. The bills will be available in the “DUE BILLS” box in the computer room on 1<sup>st</sup> floor. Bills are printed on Mondays and payment is due by the end of the week. Any accounts that are not cleared by Friday evening at 6:30pm are subject to a \$10 late fee.

**For children in grades K – 6<sup>th</sup>:** In the event of a total day of school closure (i.e. teacher in-service, snow day), the charge would not exceed \$31/day.

## REGISTRATION

Prior to attendance the following items are required:

- Completed registration packet
- Current Immunization record. The Department of Public Health allows “provisional enrollment” for children who have begun but not completed the required immunizations. Children must receive at least 1 dose of each of the required vaccines to be provisionally enrolled. Enrollment will be denied to any child who does not submit proper evidence of immunization or if immunizations are not completed as required.
- Physical (not dated older than 12 months) for preschool child OR annual parent-signed health statement for school-age child. We would prefer to have the doctor-signed physical prior to the first day of attendance. We will allow preschool children to attend while awaiting their doctor appointment, if it is set up prior to attending. We will require the following information: doctor’s name, appointment date and time, doctor’s office phone number. Physical must be completed within 30 days from the 1<sup>st</sup> day of attendance or further attendance will be denied.
- Registration fee - \$35 per family

Each year, a new registration packet will need to be completed and an annual \$25 registration fee per family will be charged. Failure to return completed packets within time allotted will result in temporary suspension of daycare.

## ATTENDANCE REGISTRATION

Pre-registration is mandatory to assure adequate staffing and to have an accurate breakfast and lunch count. This needs to be done weekly on the registration form in the computer room.

- ✓ **Hi-lighting and/or cancellations** for the next week, needs to be completed by closing time each Friday. As of Friday evening @ 6:30 p.m. the pre-registration form for the following week is **binding**.
- ✓ **All cancellations and no-shows** made in the current week are charged.

## PAYMENTS

- The preferred payment method is with checks payable to “**Kid’s Place**”. Cash payments should be for the exact amount. Any excess will be credited to the account.
- **Food charges** are billed separately and are paid to the “Glenwood Community Schools Food Service”. If a meal is reserved for a child and the parent fails to cancel that meal at least one hour prior to that meal, the parent will be charged the **full price** for that meal. This includes families who have qualified for free or reduced meals – since the state will not reimburse for unused meals.
- **Kid’s Place operational hours are 5:45am – 6:30pm.**
  - No child will be accepted into the program prior to 5:45am
  - **Late Pick-up Fee** - Any child who has not been picked up by 6:30 p.m. will automatically be charged \$10 for every 15 minutes or portion thereof. Legal authorities may be contacted for children left at Kid’s Place more than one hour after closing time of the center.
- A **Return Check Fee** (\$15) will be charged for any returned checks. Kid’s Place will then have the option to refuse any future payments with checks.
- Kid’s Place will, upon request, provide an itemized statement and tax I.D. number.
- **Delinquent account charges:**
  - 30 days late - \$5 charge
  - 60 days late - \$10 charge
  - 90 days late - \$15 charge

Any accounts more than 90 days old will be submitted to Small Claims Court for collection.

# KID'S PLACE TUITION SCHEDULE

## FULL TIME

### FIRST CHILD

	<b>DAILY</b> Unlimited hours	<b>WEEKLY</b> Unlimited hours
INFANTS (UNDER 2)	\$ 39.00	\$166.00
AGE 2-6 (PRE-KINDERGARTEN)	\$ 35.00	\$141.00
KINDERGARTEN – 6 <sup>TH</sup> GRADE	\$ 27.00	\$115.00

### SECOND CHILD (or more)

	<b>DAILY</b> Unlimited hours	<b>WEEKLY</b> Unlimited hours
INFANTS (UNDER 2)	\$ 36.00	\$ 148.00
AGE 2-6 (PRE-KINDERGARTEN)	\$ 30.00	\$ 123.00
KINDERGARTEN – 6 <sup>TH</sup> GRADE	\$ 20.00	\$ 84.00

## HALF TIME (any time over the contract limit is billed at the hourly rate)

### FIRST CHILD

	<b>DAILY</b> 3 - 5.99 hrs.	<b>WEEKLY</b> 15 - 29.99 hrs.
INFANTS (UNDER 2)	\$ 24.00	\$ 103.00
AGE 2-6 (PRE-KINDERGARTEN)	\$ 20.00	\$ 84.00
KINDERGARTEN – 6 <sup>TH</sup> GRADE	\$ 16.00	\$ 72.00

### SECOND CHILD (or more)

	<b>DAILY</b> 3 - 5.99 hrs.	<b>WEEKLY</b> 15 - 29.99 hrs.
INFANTS (UNDER 2)	\$ 20.00	\$ 90.00
AGE 2-6 (PRE-KINDERGARTEN)	\$ 16.00	\$ 72.00
KINDERGARTEN – 6 <sup>TH</sup> GRADE	\$ 13.00	\$ 52.00

## QUARTER TIME (any time over the contract limit is billed at the hourly rate)

### FIRST CHILD

	<b>DAILY</b> Under 3 hrs.	<b>WEEKLY</b> Under 15 hrs.
INFANTS (UNDER 2)	\$ 15.00	\$ 62.00
AGE 2-6 (PRE-KINDERGARTEN)	\$ 14.00	\$ 55.00
KINDERGARTEN – 6 <sup>TH</sup> GRADE	\$ 13.00	\$ 50.00

### SECOND CHILD (or more)

	<b>DAILY</b> Under 3 hrs.	<b>WEEKLY</b> Under 15 hrs.
INFANTS (UNDER 2)	\$ 14.00	\$ 54.00
AGE 2-6 (PRE-KINDERGARTEN)	\$ 11.00	\$ 42.00
KINDERGARTEN – 6 <sup>TH</sup> GRADE	\$ 9.00	\$ 30.00

<b>HOURLY RATE :</b>	<b>INFANTS - \$6.00</b>	<b>PRE-KINDERGARTEN - \$5.00</b>	<b>SCHOOL AGE - \$4.00</b> (Hourly School-age charges will cap at \$31 per day)
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**Please select the contract of choice for each of your children. Sign and date this page and return it to Kid's Place. The rest of the "Enrollment Agreement" papers are yours to keep for information access.**

The child who attends the most hours will be considered the 1<sup>st</sup> child. If your children attend the same number of hours, your youngest child is the 1<sup>st</sup> child.

**#1 Child: Child's Name** \_\_\_\_\_ \$ \_\_\_\_\_  
Last Name First Name Age

**Weekly:** \_\_\_\_\_ Full Time    \_\_\_\_\_ Half Time    \_\_\_\_\_ Quarter Time  
**Daily:** \_\_\_\_\_ Full Time    \_\_\_\_\_ Half Time    \_\_\_\_\_ Quarter Time  
**Hourly:** \_\_\_\_\_

**#2 Child: Child's Name** \_\_\_\_\_ \$ \_\_\_\_\_  
Last Name First Name Age

**Weekly:** \_\_\_\_\_ Full Time    \_\_\_\_\_ Half Time    \_\_\_\_\_ Quarter Time  
**Daily:** \_\_\_\_\_ Full Time    \_\_\_\_\_ Half Time    \_\_\_\_\_ Quarter Time  
**Hourly:** \_\_\_\_\_

**#3 Child: Child's Name** \_\_\_\_\_ \$ \_\_\_\_\_  
Last Name First Name Age

**Weekly:** \_\_\_\_\_ Full Time    \_\_\_\_\_ Half Time    \_\_\_\_\_ Quarter Time  
**Daily:** \_\_\_\_\_ Full Time    \_\_\_\_\_ Half Time    \_\_\_\_\_ Quarter Time  
**Hourly:** \_\_\_\_\_

**#4 Child: Child's Name** \_\_\_\_\_ \$ \_\_\_\_\_  
Last Name First Name Age

**Weekly:** \_\_\_\_\_ Full Time    \_\_\_\_\_ Half Time    \_\_\_\_\_ Quarter Time  
**Daily:** \_\_\_\_\_ Full Time    \_\_\_\_\_ Half Time    \_\_\_\_\_ Quarter Time  
**Hourly:** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**My signature signifies that I have read this Enrollment Agreement thoroughly and agree to adhere to the stated financial terms and conditions.**

\_\_\_\_\_  
**Parent's /Guardian's Signature**

\_\_\_\_\_  
**Effective Date**