



Admission agreement

Child(ren)'s Name and Date of Birth: \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (wk) \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Person Responsible for Payment: \_\_\_\_\_

Make payments payable to "Kids place" by cash, check, or App/online www.Procare.com Please note that the most accurate accounting payment system is using "Procare" please set up an account asap. We are also able to accept credit card payment at the center with an additional fee of 3.4%

We are open year round. Contract ends when children are officially withdrawn with proper documentation

Academic program are from first week of August to last week of May. Summer programs are fun themed camps.

**Please include a \$200 non-refundable registration fee**

Registration fee is annually and due every year on anniversary if unenrolled for over a month a new registration fee is due

Child's Name	DOB	Pre-k 2's, 3's, 4's (write down age group)	Begin Date	Write down attending hours Example: 830am- 1230pm, 9am-1pm Ect...	Days per week (write amount days and schedule) Example: 3days MWF	Monthly /Weekly Rate	Subsidy Co-payment
						\$	\$
						\$	\$
						\$	\$

With this contract \_\_\_\_\_ I agree that:

Parent Name

- I understand during Covid-19 tuition will be do for any absence and closure
- I am responsible for tuition due the 1<sup>st</sup> of the month for monthly tuition or 1st day of care my child is enrolled each week (for example every Monday morning). Subsidy recipients are responsible for co-payment and for no payment from subsidy program
- I will follow my schedule (arrival/departure) others wise; I will encounter late fees. Due on each occurrence.
- I am responsible to notify in writing one month in advance after the trail period if for any reason I chose to withdraw my child/ren from the program.
- I understand that I am responsible to pay for any additional fees I inquire other than the weekly tuition as explained in writing on the program fee hand out provided to me upon enrollment.
- I understand that if I don't comply by the policies and procedures as explained in writing I will be discharged from the program at Kids Place 2 Explore and Learn LLC/DBA Snell's PreK discretion and NO REFUNDS will be issued.
- I am responsible for paying ALL center's closed days including the winter break ( prorated based on child's actual attended weeks throughout the year) whether my child is enrolled at the time or not. A worksheet will be used to determine the attended weeks.
- I understand tuition is due regardless of reason for absence, no credit for any absences and I may not switch days without inquiring additonal fees (when space is available)

- \*Subsidy recipients MUST use their 10 personal days allowed by the program towards the 2 week winter closure or pay the full 2 week out of pocket.

Comments/additional terms:

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**Rights of the Licensing Agency:**

The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12, Chapter 1 Regulation 101200, states *“The department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.”*

This contract becomes effective the day of enrollment \_\_\_\_\_.  
Date

Change of schedule

If for any reason the contract is no longer accurately represents the needs of the family a new contract may be signed and take effect after 2 week’s written notice provided the program can accommodate the new needs of the family. A 30 day notice will be given for any rate change. Neither refunds nor credit will be given for any absents.

Deposit

One week’s deposit is required with weekly payments no deposit required for monthly payments. Deposit may be credited toward last week’s payment and/or will be used towards earned vacation time when providing a one month’s written notice prior to ending services with Kids Place 2 Explore and Learn LLC/DBA Snell’s Prek. Example of earned vacation time: the deposit amount will be divided by 52 weeks, multiplied by the weeks care was provided to determine the amount due on the termination date. For additional details use the vacation worksheet provided in your contract form.

Overtime Fee/ Late Pick/ Late dropp off (cut off time for drop off is 10:30am for full time students)

It is vital that you follow your contracted schedule to maintain legal staff-child ratios as well as the quality of care you expect. Therefore an overtime fee will be charged if your child is dropped off or picked up more than 5 minutes outside of your contracted schedule or is on the premises before 7:30am or after 5:30pm. To comply with the center’s closing time of 5:30pm, please be sure your child is picked up before 5:30pm and is off the premises immediately thereafter. The late dropp off and late pick up overtime child care fee will be \$2.00 per child per minute for each minute. Parents must notify when running late. Payment is due regardless of notification. Late pick up fees apply to all schedules including half day programs and family in the subsidy program. Late fee due upon occurrence.

Withdrawal from Program

Withdrawing from the program requires a one month’s written notice to the director (please request withdrawal form from director). No deposit credit will be returned in the event notice is less than one month’s or no notice was given.

Parent  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

Director  
Signature: \_\_\_\_\_ Date \_\_\_\_\_