



# Country Kids Pre-School & Childcare Parent Agreement



Please read all of the following information carefully as it explains all financial obligations of enrollment along with other specific policies and procedures. Signing of the Parent Agreement indicates that the enrollment policies have been read, understood, and agreed to. Please ask should there be any questions.

Child's Name: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Weekly Tuition: \_\_\_\_\_ Full Time {4/5 days} OR Part Time: 1 day 2 days 3 days

Reservation Fee: \_\_\_\_\_ Registration Fee: \_\_\_\_\_ per child OR family Summer Fee: \_\_\_\_\_

- ✓ Operation hours are 6:00 am through 6:30 pm Monday through Friday
- ✓ The center will be open as noted above with the exception of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, (Closing at 2:00 pm on Christmas Eve or closed), and Christmas Day.
- ✓ Upon enrollment, a registration fee will be charged. This is an annual fee that will be assessed every January 1<sup>st</sup> while enrollment is maintained.
- ✓ Families with multiple children will pay full price for youngest child and receive a 10% discount for other child.
- ✓ Payments can be made by check, cash, or credit. Tuition is due on Tuesday of each week with no deductions for holidays and/or illness. If not received on Tuesday evening by 6:30pm, there will be a late fee (\$15.00) added to your account each week until account balanced.
- ✓ If there is a returned check to the account, you will be charged \$40.00. If it occurs more than one time then you will be asked to pay with cash only.
- ✓ If the current weeks' payment, including late fees, are not received by the closing of Friday, disenrollment will result until such time that all overdue fees are paid. Disenrollment for more than a week will require the repayment of registration fees.
- ✓ If your child should be absent for the center for a full week, instead of paying the regular weekly tuition, a reservation fee will be charged. The reservation fee will be calculated at one half of your normal weekly tuition. Advance notice of absence is requested if possible for proper credit to your account. **{Reservation Fee}**
- ✓ After being with Country Kids for a year, each family will receive a vacation week; which allows the children to not attend and you not have to pay for that week to reserve their spot.
- ✓ A summer activity fee is charged each year to cover special summer in house field trips and/or activities. This fee will be charged in May of each year, and you will be notified of the amount prior to being charged. **{Summer Fee}**
- ✓ A late pick up fee of \$1.00 per minute will be assessed for every minute late picking up. Advance notice of being late is greatly appreciated to make proper arrangements.
- ✓ Termination for enrollment requires a minimum of (2) weeks' notice in writing, on the part of either party. If enrollment is terminated by Country Kids Pre-School & Childcare, Inc. documentation as to reason for disenrollment will be provided to the parent.
- ✓ If at any point a child runs a fever of 100 degrees or above at the center, we ask that you make arrangements to have them picked up within the next hour. Child must be fever free for 24 hours before returning to the center or have a doctor's note stating they are not contagious, otherwise the child will not be allowed to return until fever free. **{Sick Child Policy}**
- ✓ Meals are served to child at no addition cost. Breakfast served 7:30 am till 8:15 am & Lunch 11:30 am – 12:00 pm with two addition snacks. If you are going to be arriving close to those time please call in advance and reserve a tray **{Meal & Snacks}**
- ✓ Any treats, food, and snacks that are being brought for parties or celebrations must be store bought. **{Special Occasions}**

- ✓ We have positive disciplinary policy in place to help redirect the children into making the right choices when playing with friends and dealing with their emotions. **{Disciplinary Policy}**
- ✓ Parents are encouraged to stay in communication with their child's teacher as much as possible. If there is ever a concern with your child please speak with the teacher and if not resolved then approach the director for further help. **{Developmental Conferences}**
- ✓ Parents must provide all paperwork for their children's file within the first 30 days of attendance. (exception infant feeding plan which needs to be turned in before first day of attendance) If director does not have all the proper paperwork within 30 days of enrollment then childcare could be suspended until paperwork turned in. **{Children's File Requirements}**
- ✓ There shall be no discrimination on the basis of race, color, religion, sex, nation origin, or handicap.
- ✓ Terms of this agreement may be change by Country Kids Pre-School & Childcare, Inc. with (2) two week of notice.
- ✓ If you decide to leave Country Kids and have a remaining balance; Country Kids will make every effort to contact and set up payments towards the remaining balance. BUT if no response to those attempts, Country Kids has the right to turn over your account to our attorney after a month. \_\_\_\_\_**{parent initials}**
- ✓ You will be responsible for ALL attorney and court costs that accrue during the process of collecting the remaining balance. \_\_\_\_\_ **{parent initials}**

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

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