

Little Magic Moments Academy

ENROLLMENT AGREEMENT

Name of Child: _____ Fee Amount: _____

Fee to be paid by: Parent \$ _____ CCIS \$ _____

Services to be provided as part of the child care fee:

CHILDCARE

IMPORTANT POLICIES ABOUT TUITION, FEES & ENROLLMENT

- **Registration** - There is a **NONREFUNDABLE** fee of \$35.00 due at registration for the first child and a \$25.00 registration fee for each additional child in family being enrolled at the same time as the first child. If children are registered at different times, the registration fee remains \$35.00.
- **Tuition** - The first week of tuition is due at registration. Subsequent tuition payments are due each **MONDAY**, at the start of the service week. If there is a holiday that falls on a Monday and the center is closed, tuition is due on Tuesday. **Tuition is due for the entire week regardless of holidays, emergency closings, inclement weather, child illness or absences of a child / children.**
- **Late Tuition** - Tuition is late when it is not paid by Tuesday of the service week or by Wednesday if there was a holiday on Monday. Late fees will go onto your account on Wednesday or by Thursday if there was a holiday on Monday. Late tuition will be assessed a late charge of \$10.00 for **every week** that the account is delinquent. Children will be excluded from care until tuition accounts are brought current. Non-payment of tuition and late fees will be cause for discrimination of care if they remain delinquent for an extended period of time.
- **Enrollment** - There is a minimum of a three-day enrollment each week, whether the child is enrolling on a full-time or part-time basis.
- **Trips** - Educational Trips are **NOT** included in the fee for weekly tuition rates. Parents will be notified of other programming and extra-curricular activities that may have costs associated with them.
- **Tuition Agreements** - All parents must sign a tuition agreements every six months or whenever their tuition rate or enrollment time changes. **NO EXCEPTIONS!!**
- **Late Pick-up Fee** - Late pick up fees will be assessed a charge of \$1.00 per minute after the pick-up time that is stated on the enrollment agreement that the parent signs, not after the time that the center closes.
- **Sibling Discounts** - The youngest child's tuition is paid at the regular rate. Each additional child's tuition will get a 5% discount applied. Sibling discount will remain as long as there are two (2) or more siblings enrolled at the same time.

- **Prepayment Discount** - There is a 5% discount for parents who pay tuition in full for an entire month (4 or 5 weeks at a time. Depending on the month of the year this will change). Tuition is billed according to the number of Mondays in the billing cycle.
- **Discontinuing Care** - There is two (2) weeks written notice required prior to discontinuing care of a child at the center. Parents are still responsible for tuition for these two weeks if the proper two-week notice is not given and / or if notice is not given in writing. Emails are considered written notice; however, please call the Director to confirm that the email was received.
- **Tuition Refunds/ Credits** - No tuition refunds or credit will be given holidays, emergency closings, inclement weather, child illness, teacher in service day, the absence of a child or any other reason.
- **Methods of Payment** – Acceptable forms of payment include cashapp and cash. Please make sure you pay at the front desk with the Director. **Please DO NOT ever give payments to a teacher or other staff member. They are not authorized to take payments (only the Director / Manager of the site). The center is not liable / responsible if the payment does not make it to the Director or Manager. Tuition, late fees, trip fees, etc. will still remain on your account.**
- **Attendance** - All children are to be at the daycare by 9:30am. (NO EXCEPTIONS, other than a note from a doctor, dentist, or therapist stating that the child had an appointment that morning and it caused them to not be able to make it to the center by 9:30am). The center reserves the right to refuse entrance of a child into the center after this time if the parent is not accompanied by the proper paperwork at the time of entrance to the center. Please notify teachers and the Director ahead of time when children have upcoming appointments so that staff is aware that the child will be coming in late. It is the responsibility of parents to inform all persons dropping the child off at the center about the 9:30 am attendance time. **Little Magic Moments Academy** will not be responsible for this information not being passed on to the proper persons. Also, please feed your child / children breakfast if they are coming into the center after 9:30am since breakfast ends at 9:30am.
- **Food Program** - **Little Magic Moments Academy** does offer a food program which includes breakfast, lunch, and dinner. However, our food program is not included in the tuition. Parents must apply to the program upon enrollment to find out their eligibility. Depending on income, parents will be determined as being able to be supplied with food services on a free, reduced, or full-price basis. Parents are required to bring lunch for their children for the first two weeks of enrollment to give time for the food application to be processed.
- **Meals Times** - Breakfast is from 7:30am - 9:00am. Breakfast will be served to your child as long as they are at the center by 8:45am. Lunch is served from 11:30am - 1:00pm. Dinner is served from 3:30pm – 4:30pm. Food items will not be served during other times of the day, not even if the parent is there to monitor the food consumption. Our food vendor maintains strict policies and procedures that we must abide by in the order to continue to be serviced by the program.
- **Little Magic Moments Academy utilizes a collection and reporting agency for tuition and fees that are still unpaid 30 days after the termination of an enrolled child.**

Child's Drop Off Time: _____

Child's Pick-Up Time: _____

Services to be provided at an additional fee:

***Trips

***Extracurricular Activities (Gymnastics, music, dance, sports, etc.)

I, the parent / guardian:

X Received written program information at the time of enrollment

X Agree to update the emergency contact / parental consent form whenever changes occur with address, phone number, persons permitted to pick up child, etc. or at least every 6 months

Listed below are the persons that my child may be released to in the event that the primary parents / guardians cannot pick them up

NAME	ADDRESS	PHONE NUMBER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Signature of Operator Date

Signature of Parent / Guardian Date

Date of Child's Admission

Date of Child's Withdrawal

DO NOT WRITE BELOW THIS LINE

Periodic Review

Signature of Parent / Guardian Date

Signature of Director Date