

Where Families Grow Terms and Conditions Contract

Policies Governing Enrollment

- 1) First week's tuition and enrollment fee are due in advance to hold the opening. The enrollment fee for one child is \$30 and for families with multiple children it is \$45. The enrollment fee is a one-time fee. This fee and the tuition are **nonrefundable** since the program has agreed to hold the opening. The enrollment fee is a one-time fee and the tuition is immediately applied when the child starts the program.
- 2) Openings are only held for a maximum of one week from the date the deposit is paid. Families requesting an extended hold must pay the equivalent of each week's tuition for each week the spot is to be held. Example: to hold for 2 weeks, then 2 weeks of tuition must be paid.
- 3) I understand that all information in the parent enrollment packet must be completed and returned before enrollment can begin.
- 4) I agree to provide a medical examination or health report that includes immunization records from our doctor before enrollment begins and to update immunization information as shots are given.
- 5) I agree to provide a copy of my child's up to date immunization records upon the first day my child attends the center. If current records are not received, my child will not be allowed to attend until records are brought up to date and the center has a copy.
- 6) Married couples must both read and sign any & all paperwork before enrollment. In custody situations, I understand that documentation must be given to the facility to ensure court requests are upheld. If there are no documents, I understand that the facility cannot legally intervene.
- 7) Any other persons designated to pay tuition must sign all paperwork relating to the rules governing payment.

Policies Governing Payment of Tuition and Fees

- 8) I understand the following rate for my child for full time care is \$_____ per week.
- 9) I understand that each week's tuition is due the Friday morning before the beginning week. If I do not pay on Friday I will be charged a late fee of \$5.00 on Monday and for each additional day tuition is not received. Payment is due Monday morning or my child cannot attend until tuition is paid. If tuition is not paid Friday then it will need to be paid **in cash** on Monday morning.
- 10) Tuition must be given to Brenda or Shawn only. I understand I am not to give tuition to any other staff person.
- 11) I agree to pay a \$20.00 service charge for all returned checks.

Please Initial each page: _____

- 12) I understand my child can only be in care for up to **ten hours** each day. Ten hours is determined by the time that I clock in on the computer each morning. I agree that if I am late picking up my child I will be charged a late fee of \$1 for every minute on the next week's tuition. I also understand this fee is charged if my child is left past closing time. If I am past the ten hours and I am past closing time, the late fee per minute will be \$1.00.
- 13) I understand full payment is still due if my child misses due to illness or any other circumstances.
- 14) The center reserves the right to change any fees or policies and all parents will be given a two week written notice in the event of any changes.
- 15) If paying in cash, parents will need to have the correct total. Any additional cash over the tuition fee will be credited onto the next week's tuition since Where Families Grow cannot guarantee the availability to make change.
- 16) In the event that tuition is paid for in advance and a credit is owed to me in some circumstance, reimbursement will not be given until all previous payments and any possible fees have been totaled and known to be paid in full.
- 17) All checks must be paid from a bank in Springfield. **NO CREDIT CARD CHECKS OR TWO PARTY CHECKS WILL BE ACCEPTED.** All checks are cashed directly at your bank and must be cashable at time it is dated to us. All checks are cashed on the date of receipt or on Saturday morning before the beginning week. If your bank is not opened on Saturday's tuition will need to be received on Friday morning. If we try to cash any check and it does not cash it is still considered an insufficient check and you will be charged an NFS fee. If an insufficient check is received, the parents have until the end of closing the day the parent was notified that we received an NFS check to bring their account current. Care will not be given for the child until the NFS check and NFS fee of \$20.00 is paid in full. If any parent writes one insufficient check at any given time the parents will be required to make all tuition payments by cash/ money order from that point on. Checks need to be made payable to Brenda Thomas. If your bank requires a fee for cashing the check you will be required to pay the fee or pay in cash.
- 18) I understand that Where Families Grow will provide me an itemized payment summary of the calendar year no later than January 31st of the new year along with tax information.
- 19) If tuition is paid by another agency such Social Services Division, I understand the total of tuition will be rounded to the full dollar amount. Example: If my tuition would normally be \$39.70, then my new tuition total rounded would be \$40.00.

Policies Governing Withdrawal From The Program

- 20) A **two-week** notice is required if withdrawing your child from the program. If a two-week notice is not given I understand the full amount is still due and if not paid it will be sent to a collection agency or Where Families Grow may choose to sue me in small claims court. Notices are required to be given on Fridays with tuition and end dates on Fridays since tuition is set up accordingly. Our program will supply a Letter of Notice form upon the date of notice for both parties to sign verifying the notice was received. Parents who do not give a two-week notice will be subject to an early termination fee in addition to the two-week tuition fee of \$150.00. If a

two-week notice is not given or a balance is owed an Itemized Statement of Payment will not be provided for tax purposes. If Where Families Grow can find another person to take my child's position within this time frame Where Families Grow may give me a choice to terminate the notice sooner than the two weeks. If there is an extenuating circumstance regarding the notice, Where Families Grow will try in our best interests and the family's to work out an alternate agreement if a two-week notice could not have been given.

21) Any amount that is past due will be placed with a collection agency or Where Families Grow may resort to small claims court to collect outstanding debts. Any further fees accumulated by Where Families Grow in an attempt to collect past due funds will be billed and paid by the person(s) who signed the contract with Where Families Grow. There will also not be an Itemized Statement of Payment provided if there is a past due amount.

Policies Governing General Program Rules

22) I agree to notify the center of the name of any person who will be picking up my child if I am unable to.

23) I understand I need to notify the center no later than 9:00 if my child is going to be absent or late. If I do not call by 9:00 am, my child will be marked absent and care may be denied. I also must notify the center if I am going to be late picking up.

24) I understand that if my child brings toys/etc. to school that I accept full responsibility for any lost or damages that may happen.

25) I agree to have in my child's cubby three complete sets of weather appropriate clothing. I agree to mark all belongings with my child's first and last name.

26) I agree to dress my child in comfortable, weather appropriate clothing (including underwear) and shoes. If my child is still wearing diapers, I agree to put clothing on that will cover the diaper.

27) I understand that if my child is not well enough to participate in all center activities as outlined in the license rulebook that an authorized person or I will need to pick up my child. I agree to keep my child home until fully recovered.

28) I understand that medicine will not be given to my child unless a medicine authorization form is completed and it is a current prescription from our doctor with the original label with directions for administering. I understand that there are restrictions regarding medications that can be given as outlined in the Family Handbook.

29) I understand that in conference with my child's teacher that if it is in the best interest of my child and the other center children to terminate our enrollment, I will do so and the agreement is cancelled.

30) I have been informed that a copy of the State Licensing Rule Book on programs is available at this facility for my review. I also understand that all inspections are available for review as well.

- 31) I understand that I am responsible for providing diapers, ointments, and wipes for my child. In the event that I fail to keep my child's supplies stocked, I will need to reimburse the program for any items they provide for my child or I may be called to bring items if necessary.
- 32) I understand that it is the center's policy that potty training will not begin until my child is at least 18 months old and my child must exhibit the signs of readiness. I also understand my child will need to wear pull-ups due to sanitation issues. In the event of accidents, I understand the program will only clean out underwear as best as possible and will not wash or rinse out due to possible cross contamination.
- 33) I understand that if the program decides to do a field trip that the parents will be notified and a consent form must be signed before the trip.
- 34) In the event my child has a medical emergency, I understand and agree that Where Families Grow will notify me immediately after 911 has been called.

Any Other Conditions

I/We agree that we have read the parent handbook and agree to all the terms and conditions herein and failure to comply could merit dissolution of this contract by the administration of Where Families Grow.

Parent/Guardian Signature	Date
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Parent/Guardian Signature	Date
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Owner/Director Signature	Date
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