

ANNIE'S EARLY LEARNING CENTER, LLC

CHILD REGISTRATION AND PARENT AGREEMENT/CONTRACT

To all parents/guardians: In order to retain your child's place in our center, the following is presented to you.

Registration Fee: non-refundable fee is \$100 per child, \$75 for 2nd and subsequent children in the same family. If re-enrolling after a 2 year or more absence, the registration fees apply.

Annual Activity Fee: \$50 per family due by January 31st each year.

Annual Technology Fee: \$30 per child in the Infant, Toddler, 2's, 3's 4's and PreK classrooms due by first day of attendance and then July 31st each year.

Tuition: must be paid in full each Monday morning prior to leaving your child. A late fee of \$10 each day per child will be charged if tuition is not received on time. If tuition is not paid by Friday with late fees included, then your child will not be able to attend the following week. If tuition is continually paid late, your child could be dismissed. We reserve the right to dismiss a child for nonpayment of tuition. Cash, check, money order or credit card may be used to pay tuition. Please have exact amount for cash payments. Recurring credit card payments may be set up by completing the appropriate form and returning it to the office.

Sibling Discount: a 10% discount applies to oldest child for full-time families only. Infant/ Toddler rooms do not receive discount.

Tuition Rates *(If not toilet trained, the 2 year old rate will apply)

Classroom	Weekly Full Time Rate	Daily Part Time Rate**	Additional Fees
Infants & Toddlers			
Twos			
Threes*, Fours*, Pre-K*			
Pre-K attending public school PreK (during school year)			Additional \$_____ charge per day if school is closed and child attends Annie's, not to exceed \$_____ per week
School Age Before & After Care			Additional \$_____ charge per day if school is closed and child attends Annie's, not to exceed \$_____ per week
School Age Before OR After Care			Additional \$_____ charge per day if school is closed and child attends Annie's, not to exceed \$_____ per week
Summer Camp		(Weekly Rate)	Annual registration/activity fee varies each year due at registration

Expected Days/Times of Attendance: _____

****Part-time Attendance:** Days of attendance are set as indicated above and cannot be changed without management's approval. Tuition is due if day of attendance is a holiday, the center is closed or if the child does not attend.

Return Check Charge: There is a \$50 returned check fee and future payments must be made by credit card, money order or exact cash. We cannot re-deposit any returned checks. The returned check fee and tuition must be paid immediately or your child will be dismissed. The check will be submitted to the State's Attorney's office or a collection agency.

Delinquent Payments: In the event that litigation is necessary to collect past due tuition and/or late fees, you will be responsible for all court costs and fees incurred.

Meals: The center provides breakfast (served by 8:30am) and snack each day for ages 2 and up. Families are required to provide lunch (please see handbook for details). We are a peanut-free center, please do not send any food with peanuts or manufactured on equipment with peanuts. If you forget to send your child's lunch, there is a \$5.00 charge for the lunch we provide.

Behavioral Concerns: Annie's reserves the right to dismiss a student immediately for behavioral concerns. This also applies to conflicts with parents. If any child is suspended from public or private school, they will not be allowed to attend Annie's during the duration of the suspension. Tuition will be due during the suspension in order to maintain your child's enrollment.

Attendance: If your child is in the infant or toddler rooms, we require that you call the center or notify the center in advance of any absences. This is to protect the children from accidentally being left in a car. All students attending Annie's are required to be at Annie's by 10:00am unless other arrangements have been made with management (doctor's appointment, parent has on-call job).

Vacations: After attending Annie's for 1 year as a full-time student, your family will be eligible for an annual \$100 vacation credit if your account is not in a delinquent status. Two weeks written notice is required in order to use this credit. Credit may not be used as part of a 2 week disenrollment notification. The credit must be used for 5 consecutive days within one week. Children may not attend the week the vacation credit is used.

Drop Off: All children must be walked into their classrooms (or to the location of their class) and be signed in either on the time clock (main building) or sign-in sheet (school age building). At no time are children to be left unattended in a classroom.

Pick Up: All children must be signed out at pick up (see Drop Off for procedures). Annie's must be notified if someone else will be picking up. Persons on the emergency form will be allowed to pick up with proper identification. Persons not on the emergency form may pick up only if Annie's can verify a phone call from a parent or has written notice from a parent. All persons picking up are subject to identification verification at any time. It is the parents' responsibility to update the emergency annually or as changes occur. Parents can only be removed from the emergency form by court order. No one under the age of 13 will be allowed to pick up your child. If your child will not be riding the Annie's van or school bus back to Annie's, you must notify Annie's.

Operating Hours: Annie's will open at 6:00am and close promptly at 6:30pm. There is a late pick up fee of \$25 per child for every 15 minutes you are late. For example, at 6:31pm, the fee is \$25 per child. At 6:46pm, the fee is \$50 per child. No exceptions.

Additional Paperwork: Parents are responsible for updating emergency forms and medication forms annually. Updated shot records must also be provided to Annie's. Any additional medical concerns should be brought to management's attention.

Snow Policy: We make every attempt to open each day. We will make a determination by 5:00am if we are unable to open or are opening late. Parents will be notified by email, may call into the center voicemail or check our Facebook page for updates.

Holidays: Annie's closes for all Federal Holidays and the Friday after Thanksgiving. If Christmas Eve is on a weekday, we close promptly at 2:00pm. Late pick fees apply.

Withdrawal: A two week written notice must be given if you would like to withdraw your child. Otherwise, tuition is still due. Vacation credit may not be used as part of a notice to withdraw. If you wish to temporarily withdraw your child, you may reserve your child's spot by paying the weekly tuition in full during the period of time your child is not attending. Spots will not be held for children who are temporarily withdrawn without receipt of payment.

Annie's Early Learning Center, LLC does not discriminate based on disability. We accept children of any race, religion or ethnic origin. The parties below understand that the above policies are not an all-inclusive list. Enrolled families and Annie's ELC are bound by state regulations and the parent handbook. **By signing this contract, I/we acknowledge receipt of the Annie's ELC Parent Handbook and the Guide to Regulated Child Care pamphlet.** Thank you for choosing Annie's Early Learning Center, LLC. We are honored that you have chosen our center. We look forward to having your child/children learn and grow with us!

Child's Name: _____ Age: _____ Child's Name: _____ Age: _____

Mother's Name: _____ SSN: _____

Mother's Cell #: _____ Work #: _____ Home #: _____

Mother's Signature: _____ **Date:** _____

Email Address: _____

Father's Name: _____ SSN: _____

Father's Cell #: _____ Work #: _____ Home #: _____

Father's Signature: _____ **Date:** _____

Email Address: _____

Director's/Owner's Signature: _____ **Date:** _____ **Enrollment Date:** _____