



Nelly's Childcare & Pre-School

Admission Agreement

This Admission Agreement is entered into by _____ and _____ between _____ hereinafter "Parent/guardian" and Nelly's Childcare and Pre-School, hereinafter "Center", for the purpose of securing childcare services for _____ hereinafter "Child", starting _____.

(Name of Child)

Person responsible for payment:

- Mother Both, Mother and Father
- Father Other: _____

Program Enrolling in:

- Infant (6 weeks-18 months) Toddler (18 months- 30 months) Pre-School (30 months - 1st grade)

Parent/Guardian Printed Name

Parent/Guardian Signature

I. PARENT/GUARDIAN AGREES THAT HE/SHE IS CONTRACTING THE FOLLOWING SERVICES:

A. Child's weekly attendance schedule:

- Monday Tuesday Wednesday Thursday Friday

B. Child's Daily attendance schedule:

- Full Time Part-Time

C. Hours for Dropping off and Picking up child:

_____ am to _____ pm

D. Tuition:

Child's Monthly Tuition rate: \$ _____ Pro-rated rate for start month: \$ _____

Initial _____

II. PARENT/GUARDIAN AGREES TO THE FOLLOWING POLICIES:

A. BASIC SERVICES:

Our program is designed for Infants thru Pre-School age children. It is divided as follows:

- INFANTS: Our Infant program is designed for children six weeks to 18 months old.
- TODDLERS: Our Toddler program is designed from 18 months to 30 months old.
- PRE-SCHOOL/PRE-K: Our Pre-School program is designed from 30 months old to 1st grade.

B. ENROLLMENT AND REGISTRATION: There is a one time registration fee of \$100 per child upon enrollment which is non-refundable and non-transferable. This registration fee is to be paid prior to receiving our enrollment packet.

C. TUITION: Monthly tuition is due on the 1st day of each month with a 5-day grace period. All monthly payments received after the 5th day of the month will be charged a **10% late fee charge**. Nelly's Childcare and Pre-School accepts the following types of payment: personal check, cashier's check, money orders and cash.

D. TUITION CHANGES: Nelly's Childcare and Pre-School is aware of the impact of childcare cost to each parent. However, we are also committed to have the best trained staff and resources to provide an excellent service to each child in our campus. In order to keep up with our increasing costs, we will have a discretionary 5% increase in our tuition programs on **July 1st of each year**. The new rates will be posted for your reference 30 days in advance.

E. RETURNED CHECKS: There will be a \$20 returned check fee, if a check is returned to us. In addition, you will be asked to pay that month with a cashier's check in the amount of the returned check + \$20 fee prior your child returning to the campus. You may be asked to make **all** payments by cashier's check for a period of one (1) year after two (2) returned checks.

F. UNPAID TUITION: If we have not received your tuition payment by the **10th of the month, your child will be automatically dropped from the program**. You will need to re-enroll your child by paying the full monthly tuition, registration fee and a 10% late charge.

G. MULTIPLE ENROLLMENT DISCOUNT: Parents with more than one child enrolled at Nelly's Childcare and Pre-School **will receive a 5% discount** on their monthly tuition for each additional child. The discount is given to the oldest child in the family.

H. SIGN IN/SIGN OUT: Nelly's Childcare and Pre-School takes very seriously the sign in/sign-out process for each child in our campus. In addition, we provide Social Services with records of such sheets during their regular inspections. Parents are required to sign-in upon arrival and sign-out at the time of pick-up. When signing in and signing out, each parent is required to sign his/her full name in the space provided and the full name of their child in the space provided. This is a monitored requirement of our licensing agency. **Parents will be assessed a \$15.00 fee if they fail to either sign-in or sign-out** their child or if they fail to follow campus policy and procedures for sign-in and sign-out.

I. HOLIDAYS: All tuition is due, regardless of closure for holidays. The yearly holidays with specific closure dates will be given to you each year and posted on the parent board. **Monthly and weekly tuition is due regardless of closure for holidays**. The holidays with specific closure dates will be given to you each year and posted on the parent board. Nelly's Childcare and Pre-School will not grant "make-up" days for holidays. There is no reduction in fees for any of the annual holidays whether your child attends on a full time or part time basis. When a statutory holiday (i.e. Christmas, 4th of July, etc.) falls on a weekend, it will be observed on either the preceding Friday and/or the following Monday. In addition, **Nelly's Childcare and Pre-School will be closed the last week of December** to observe Christmas Holidays and New Years.

J. VACATION: Tuition is due and payable to Nelly's Childcare and Pre-School on a monthly or weekly basis regardless of your child's attendance, with the exception of "Vacation" time as set forth below:

- VACATION:** Families of full time children may take One (1) full week vacation per anniversary year, which must be taken all at once (not in split days), part time children may take vacation days within a week as follows:

Child's Weekly Attendance	Vacation Allowance per Anniversary
Full time – 5 days	5 Days
4 Days	4 Days
3 Days	3 Days
2 Days	2 Days

The parents must complete a Vacation request form at least one (1) week prior to the vacation time and submit it to the Director. One full week is defined as a working week Monday through Friday.

K. ABSENCES: Tuition is due and payable to Nelly's Childcare and Pre-School during child's short or extended absences. Nelly's Childcare and Pre-School will not grant "make-up" days for absences. If a parent/guardian fails to give notification of absences, a child's enrollment is terminated after an absence of one (1) week.

L. TRIAL PERIOD: There is a **two (2) week trial period** starting the first day of care, during which the provider or parent may discontinue care and terminate this Agreement without any notice given. Any pre-paid amounts will be returned to the parent on a pro-rated basis until date of termination. After this trial period, termination by the parents shall follow procedures stated in article M.2.

M. TERMINATION:

- TERMINATION BY CENTER:** Nelly's Childcare and Pre-School Nelly's Childcare and Pre-School provides a group setting program vs. one-on-one care. Therefore, we are concerned for the welfare of all of our children and our staff in our program. Nelly's Childcare and Pre-School has the right to terminate services in its sole and unfettered discretion if:

- A child or parent's behavior threatens the safety of our program
- A child or parent becomes abusive towards any child, parent, visitor or staff member
- Immunizations are not kept current
- The parent is not supportive of the policies and procedures of this handbook
- The staff if treated in an abusive or derogatory manner
- The child is unable to adjust to the program or its schedule

Any pre-paid amounts will be returned to the parent on a pro-rated basis until date of termination. Nonpayment of tuition by the 10th of each month can also be considered grounds for termination.

- TERMINATION BY PARENT:** Nelly's Childcare and Pre-School understands that situations may arise for which a parent may have to terminate their program with our campus. We request a minimum two (2) weeks written notice for termination by the parent. This notice should be given to the Director so all files, accounting and any other miscellaneous items can be done before your child's departure. Please be aware that you will be charged two weeks tuition if you fail to provide the necessary two (2) weeks written notice. Any pre-paid amounts will be returned to the parent on a pro-rated basis until date of termination.

Although parents have the right to terminate their child’s program with Nelly’s Childcare and Pre-School with a written 2 weeks notice, please be aware that re-admittance into the program will not be guaranteed at any time. No preference will be given to a child who has already attended Nelly’s Childcare and Pre-School.

Initial _____

Acknowledgement:

1. I have read and understand this Agreement in its entirety.
2. I understand that additional polices and requirements are contained in the Parent Handbook. This handbook has also been provided by Nelly’s Childcare and Pre-School.
3. I further understand that non-compliance to this Agreement or policies contained in the Parent Handbook may be considered grounds for termination by Nelly’s Childcare and Pre-School.
4. I agree to pay the cost of child care services, according to the tuition policy.
5. I understand that I am legally liable for payment for child care services.
6. I understand that I am legally liable for any unpaid child care services even if I am on government assisted program.
7. If I should terminate enrollment, I will be responsible for paying all outstanding child care debts.
8. I understand that the Department of Social Services or licensing agency (under Agreement 101200 (b)(c)) shall have the authority to interview clients, including children or staff and to inspect and audit client or facility without prior consent. The Department of Social Services or licensing agency shall have the authority to observe the physical condition of the clients, including conditions which could indicate abuse, neglect, or inappropriate placement and to have a licensed medical professional physically examine the client. Appropriate identification from the licensing agency will be obtained prior to the interview.

Parent/Guardian

Nelly’s Childcare and Pre-School

Signature

Authorized Signature

Printed Name

Date

Relationship

Date