



## ENROLLMENT AGREEMENT

### TUITION AND FEES

1. Your child is assigned to the INFANT TODDLER YOUNGER PRESCHOOL OLDER PRESCHOOL (circle one) classroom with the following schedule: Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_
2. A tuition fee of \$\_\_\_\_\_ is due in advance each month with no deduction for any absences or holidays. You will be notified of any changes in tuition within 30 days of the change. Tuition is based on your child(ren) assigned classrooms. When you withdraw your child, you must give one month's notice **prior to withdrawal**. If you do not give proper notice, you agree to pay any fees or tuition that may be due as of the date that is 30 days after such notice.
3. A non-refundable deposit fee of \$350 is required to reserve your child's space with ACR Academy. This deposit will be applied to your first month tuition.
4. A non-refundable registration Fee of \$350 is due at the time of initial enrollment. This registration fee includes the Material fee for the first year. After the first year, a material fee of \$350 is required annually to fund the curriculum supplies for each classroom. If your child has been withdrawn from the program and subsequently re-enrolled, a new registration fee is due at that time.
5. Tuition is payable in advance and is due by the 1st of each month. Please make checks payable to ACR Academy. If tuition is not received by the end of the day on the 5<sup>th</sup>, a late fee of \$35.00 will be added to your child's tuition for each day that it is late. When a payment is delinquent for one week, the space can no longer be reserved for your child, and care can no longer be provided for your child until the balance is current.
6. If you wish to change your child's schedule from a full-time to a part-time schedule, you may request to be placed on a waiting list, and if there is a space provided for a part-time space, tuition will be reduced to the new tuition when a part-time space can be accommodated. All part-time spaces are limited. ACR Academy cannot guarantee that once a child's schedule changes from a full-time to a part-time, a full-time schedule will be available in the future.
7. In order to hold your child's place at ACR Academy, you must pay tuition regardless of absence for any reason, including illness or vacation.
8. A late pickup fee of \$25.00 per 5 minutes increments per child that your child(ren) remains after closing. This fee is subject to change.
9. A \$25.00 fee will be charged for a check returned for insufficient funds. If this occurs more than once, ACR Academy will then have the option to require cash or money order for any future payments.
10. Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee due before the day of the event. Notices will be posted in advance. A signed permission slip will be required in order for your child to participate in a field trip.
11. This Enrollment Agreement may not be inclusive and is subject to changes in whole or in part by ACR Academy at any time.

**I acknowledge that I have received a copy of ACR Academy Family Handbook, which is intended to supplement this Agreement. I understand it is my responsibility to contact ACR Academy with any questions I have about the information contained in the Family Handbook or any document relating to enrollment policies and procedures.**

Child's Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of ACR Academy Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



## CENTER GUIDELINES

Welcome to ACR Academy! We look forward to a healthy and happy relationship with your family. The following guidelines have been created to help ensure the smooth operation and safety of the program while providing care for the children.

1. The Center is open from 7:00am to 6:30pm Monday-Friday. The Center is closed for certain holidays. The Center's hours and holiday schedule are set and posted annually but may be changed at any time with 30 days' notice.
2. The Center will be open whenever possible on a regularly scheduled day, during normal hours. The procedure for notifying families should severe weather or other conditions prevent the Center from opening on time or at all will be posted on the notice board. Should it become necessary to close early, it will be your responsibility to arrange for your child's early pick up. In any event, there will be no tuition credit for any time the Center is closed.
3. The Center shall assume responsibility for a child when the child's parent/guardian or designated representative of the child's parent or guardian signs in, **using full first and last name, records the time of arrival, and the child has been greeted by a teacher.** The Center shall retain responsibility until the child is signed out by a parent/guardian or designated representative of the child's parent or guardian, **using full first and last name, and the time of departure is recorded.** It is the responsibility of the parent/guardian or designated individual to check in/out with a teacher upon arrival and departure.
4. Your child will only be released to you or to those persons you have listed on the *Child Emergency Information Form*. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified on the *Child Emergency Information Form* pick up your child, you must notify Center management in advance, in writing. **Your child will not be released without prior written authorization.**
5. Late pickup is not a normal program option and will only be considered an exceptional occurrence. It can be distressing for children to be left in the care of others after hours. Staff work long days and expect to leave at the end of their scheduled times. Please allow enough time to arrive at the center, pick up your child and leave by closing time. If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, then the emergency contacts listed on the *Child Emergency Information Form*. Provisions will be made for someone to stay with your child as long as possible, but if after two hours we have not been able to reach you or an emergency contact, we will call the local child protective services agency.
6. Access or release of your child cannot legally be denied to either parent/guardian unless there is an active restraining order on file or specific schedule of court ordered visitation rights. If the situation is unclear, we request that the family go back to court to resolve their differences.
7. Prior to enrollment, you must give the Center current medical and immunization records for your child. These records must be updated annually. Children without appropriate, current medical records may not attend the Center.
8. If you are notified that your child is ill, you must pick up your child immediately. If your child is absent due to a reportable disease, your child may return only with a physician's note indicating that he or she is no longer contagious. (See the *Child Illness Policy* in *ACR Academy Family Handbook*).
9. My child shall have a health check each day as required by law. In the event that my child must be excluded from the classroom because of health concerns, I agree to abide by ACR Academy's staff's determination and to assume responsibility for my child's care.
10. In case of emergency, ACR Academy has parental/guardian permission to administer first aid or to obtain emergency medical treatment in the child's best interest. I understand I will assume full financial responsibility for all treatment (See the *Consent for Medical Treatment* section on the *Child Emergency Information form*.)
11. In an effort to maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by Center staff is discouraged. However, should you hire any Center staff, it must be outside the Center premises and with the understanding that such arrangements and payment for services are solely between you and the staff member. The arrangements are not sanctioned by ACR Academy, and you agree to hold ACR Academy harmless from any such arrangement.
12. If ACR Academy has concerns that your needs or your child's developmental needs are not being appropriately met in the daily program or if her or his needs or behavior interferes with other children's rights to attend a safe and nurturing program, every effort will be made to involve you in the process of identifying the problem and working toward resolution. However, if after reasonable and appropriate interventions have been tried, ACR Academy determines that the program is not in the best interest of you or your child, you will be required to withdraw your child from the program. Similarly, a child may be withdrawn for any acts of a parent/guardian that ACR Academy believes, in its sole discretion, are inappropriate or inconsistent with its best interests.
13. The following are also considered grounds for the termination of services: Parent's refusal to provide essential information pertaining to record keeping and enrollment information; excessive late pick-ups; failure to pay fees; and failure to comply with center guidelines.
14. I understand that staff will report any suspicion of child abuse, neglect, or endangerment of which they become aware to Child Protective Services as required by law.
15. I will refrain from reprimanding children of other families while on ACR Academy premises and will respect classroom decorum. I understand that at no time shall any adult in the Center physically harm a child, use verbal threats, or speak to a child in a way that is disrespectful and may lower the child's self-esteem. I understand that ACR Academy requires all adults on site, whether employees or not, abide by this policy.
16. I indemnify and hold harmless ACR Academy, its employees, including volunteers, from any and all claims arising out of or in connection with my child's participation in ACR Academy care and activities.
17. I understand that I must supply all necessary emergency information in the fall and that, if any subsequent changes occur throughout the year, **it is my responsibility to notify ACR Academy of those changes** via either my child's classroom or with the administrators.

18. ACR Academy is open to all families without regard to race, color, national origin, gender, religion, age, physical or mental ability, political beliefs, sexual orientation, or marital status. Our classrooms are committed to making all reasonable accommodation to meet every child's needs.
19. Pursuant to sections 101200(b) and (c) of Title 22 regulations, Community Care Licensing has the right to interview the children and staff, and to inspect, audit and copy all records maintained by the program upon demand during normal business hours, without securing prior consent. Child Protective Services has the right at all licensed child care facilities to observe and interview children on the premises without securing prior consent.
20. This statement of guidelines may not be inclusive and is subject to changes in whole or in part by ACR Academy at any time.

I agree to abide by the policies of the program and to perform the obligations of parents/guardians set forth in this Agreement. My signature below indicates that I have read the terms of this Agreement and understand the basic services, obligations of parents/guardians, termination procedure and payment provisions. It further indicates that all my questions have been satisfactorily answered, and that I have read and understood all contents of the ACR Academy Family Handbook.

Childs Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Center Director: \_\_\_\_\_ Date: \_\_\_\_\_