

SMARTIES CHILD CARE CENTER

I, _____, want my child(ren)

enrolled at Smarties Child Care Center. I have read and I understand the policies and procedures outlined in the full handbook.

Please check each box stating you've read & understood each item

- Read Family Handbook & understand Smarties' policies and procedures including;
- Winter weather closing procedures;
- Paid closings;
- Behavior and discipline;
- Illness policy;
- Healthy food
- Filled out paperwork in full
- Paid enrollment fee
- Paid first weeks tuition prior to child starting
- Immunization Records included in paperwork

Handbooks can be found at smartiesearlylearningcenter.com

I understand drop off and pick up times should remain consistent to ensure proper scheduling of teacher: child ratios. If different times on different days are requested, please detail on this paper. Tuition Rates are based on 11 hour MAX per day, with a recommendation your child is in care for fewer than 55 hours per week.

I prefer the following time slot: (circle ONE)

6am-430pm 630am-5pm 7am-530pm 730am-6pm

OTHER(less than 11 hours) _____

My enrollment plan will be (check one):

_____ Full-time

_____ Part-time – daily My child's consistent part-time days will be (please circle)

Monday, Wednesday, Friday OR

Tuesday, Thursday

_____ School care before and after

_____ Other (ex. Drop in, hourly)

I have read the payment policies and agree to comply with all the terms.

I will pay tuition in advance on a (check one) _____ weekly _____ monthly _____ other

Please specify: _____

Signature of parent/s: _____ Date: _____

NOTES:

Start date:

Rate:

Eligible discount:

Please see other policies outlined in enrollment packet and handbook.

PLEASE SAVE FOR YOUR RECORDS

SMARTIES CHILD CARE PAYMENT POLICIES

1. Tuition is based on enrollment (a reserved space), not attendance. To maintain a reserved space, tuition must be paid during the absence of a child due to illness, family vacations, holidays, storm days, and other planned closings.
2. Tuition is always paid ahead. Tuition may be paid weekly or monthly. Weekly payments are due on Friday for the following week. Monthly payments are due by the first of the month for the month ahead, and you will be credited 1% for advance monthly payments made on time for the full month.
3. Late payments incur \$5 fee/day.
4. Bounced checks are charged a \$20 fee.
5. If a child is picked up after the time specified in the enrollment agreement, \$1.00 per minute late fees will be assessed.
6. A Minimum of two-week' written notice is required of a parent who wishes to terminate their child from the program. The parent must still pay two weeks tuition if they withdraw the child without the minimum written termination notice requirement.
7. On a space-available basis, a parent may increase attendance at child care.
8. Tuition is reviewed each year; generally, the tuition schedule is effective Feb 1 of each year for the reservations and/or for children entering the program on or after Feb. 1
9. Smarties is closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and for 5 days the week of Christmas. Other opened holidays we ask that you let us know your attendance plans within a week of the holiday.
10. See Family handbook for more details.

GENERAL POLICY: SMARTIES RESERVES THE RIGHT TO WITHDRAW A FAMILY FROM THE PROGRAM BECAUSE OF CHRONIC NEGLECT OF POLICIES AND PROCEDURES AS STATED HERE OR WITHIN THE HANDBOOK.