



Alpha Tots Learning Center

Alphatots@att.net 1601 W. Sunshine St. Springfield MO 65807

Fax 866-0708 Phone 866-0707

If you have any questions upon completing any of the forms, please bring them in and we will assist you. All forms must be properly completed before your child begins daycare (except for the physical exam, due two weeks within enrollment).

We will be glad to photocopy your child's immunization records or you may have your child's doctor email them to us. We must have these records before your child may start daycare.

Some forms are renewed on an annual basis. We will let you know when these are needed. Below is a checklist for your convenience:

Items must be completed prior to child's first day

- State of MO Child Enrollment
- State of MO Child Medical Examination Report
- State of MO Parent's Health Statement for School-Age Child
- Immunization Records (Form not included)
- State of MO Income Eligibility Form for Child Care Centers
- Alpha Tots Learning Center Daycare Contract
- Enrollment Fee + 1st week's tuition
- Pictures and Video Release
- Handbook / Policy Signed Statement

This is a legal and binding contract between Alpha Tots Learning Centers Inc. and _____
(Parent/Guardian)

1. Childcare services will be provided by Alpha Tots Learning Centers for _____
(Child's Name)

Beginning on _____ 20____ From _____am to _____pm.

2. **Full tuition will be charged for the weeks including major holidays.** See Parent Handbook for the major holidays Alpha Tots Learning Center is closed.

3. The fee for childcare will be \$ _____ per week payable on Monday or the first day he/she attends that week. **Childcare fees are due regardless of attendance.** An enrollment fee of \$50.00 per child is due upon enrollment of your child. This fee is nonrefundable. Both the enrollment fee and the first week's tuition must be paid before your child can attend Alpha Tots Learning Center.

4. You agree to pay \$30.00 for any check that is returned to Alpha Tots Learning Centers. If a 2nd insufficient funds check occurs all payments for the next 6 months will be made in cash.

5. You agree to pay all costs that occur because of unpaid debt, such as collection agency fees, legal fees and court fees.

6. You agree to provide Alpha Tots Learning Centers with notice prior to **any absence** from the center. You also acknowledge you are required to pay childcare fees during any vacation time or extended leave due to illness. Full payment must be received whether or not child attends.

7. Parent agree to provide a 2-week written notice to terminate the Daycare Contract. Parent knows and agrees that if a 2 -week written notice is not given to Provider prior to withdrawal of your child from Daycare, then the final 2 weeks fees will still be payable to Provider.

8. All forms MUST to be completed before your child can start daycare at Alpha Tots Learning Centers. Forms will be updated yearly. Parent(s) understand that without the proper forms, his/her child will not be able to attend until they are all properly completed and submitted to Director.

9. Parent agrees to provide all supplies required by Provider. Parent understands items not supplied will be purchased by Alpha Tots Learning Centers and Parent will reimburse Provider for the full cost.

10. Parent agrees not to drop child off before **6am** and to pick child up by **6 pm**. There will be a fee charged of \$1.00 for every minute late. If parent is consistently late parent knows that daycare services can and will be terminated.

11. For safety of students and staff, Provider reserves the right to terminate this contract instantly if your child has caused intentional harm to Staff or the other children. Such prohibited behaviors are listed but not limited to biting, hitting, kicking, purposely destructive to Center property, or not listening to staff in an incorrigible manner.

- *Tuition fees are subject to change due to State and Federal wage increases, labor shortages, pandemic conditions, and any other acts of force majeure.*

Parent Signature: _____ SS# _____ Date: _____

SIGNED (Provider): _____ Title _____ Date: _____