



## The Lil' School Contract Agreement (FULL 12-Month)

Child's Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Requested Start Date: \_\_\_\_\_ Official Start Date: \_\_\_\_\_

Group (circle): Nursery (0-3 yrs)      Preschool (3-5 yrs)      School Age: Which school? \_\_\_\_\_

Days of Attendance:    Monday      Tuesday      Wednesday      Thursday      Friday

Arrival Times:          \_\_\_\_\_ am      \_\_\_\_\_ am      \_\_\_\_\_ am      \_\_\_\_\_ am      \_\_\_\_\_ am

Dismissal Times:        \_\_\_\_\_ pm      \_\_\_\_\_ pm      \_\_\_\_\_ pm      \_\_\_\_\_ pm      \_\_\_\_\_ pm

*Note that in all sections of this contract, "The Lil' School" will serve as a reference to the corporation The Lil' Early Childhood and Enrichment Program, Inc.*

**ENROLLMENT:** Our Nursery, Preschool, and School Age programs are a 12-month commitment which runs for a duration of 52 full weeks covering September through August for one program year (please refer to School & Enrichment Calendar). Changes to this agreement can only be made in writing with the Director. Enrollment after the September starting date may be accepted based on availability.

**TIME SLOTS:** Parents request to enroll their child(ren) in a full slot between the hours of 7:15 am and 5:00 pm. Times of arrival and departure must be approved prior to child attendance and are based on availability. The enrolled child may attend the program on the approved days for the approved amount of hours unless alternate times are submitted in writing and pre-approved by the Director.

**CONTRACT CHANGE REQUEST:** Any requests for permanent changes to the contracted schedule or agreement should be made in writing at least ten (10) business days in advance so that the program may do its best to accommodate the change. Accommodations are not always guaranteed as they are subject to the program's ability to staff for such requests. All contractual changes must be approved by the Director and/or designee.

**REGISTRATION/INSURANCE FEE:** A per year, per child registration/insurance fee is due upon enrollment and at the start of each new contract year.

**DEPOSIT:** A non-refundable security deposit in the amount of one week's tuition is required prior to attendance. Prior to the end of the contract year, contract signees may decide not to renew the contract agreement for an additional year. In such cases, thirty (30) days written notice is required for deposit to be applied to the last week of tuition. Without the required advance written notice of withdrawal, deposit is forfeited to the program. If the family elects to continue to another contractual year at our program, the deposit may "roll over" as the deposit for the next contractual year so long as the signee has not defaulted on tuition payments. Adjustments may be made if the deposit amount changes from one program year to the next. Should a family need to withdraw due to extenuating circumstances (such as relocation, loss of employment, etc.), evaluation for the application of the deposit may be discussed with the Director on a case by case basis.

**TUITION:** Tuition is due by 5:00 pm on each Thursday for the following week of care. At this time, only cash and checks are accepted forms of payment. Non-payment of tuition for the contractual agreement amount may result in additional fees,

Child/Children Name(s) \_\_\_\_\_

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

expulsion from the program and/or forfeit of deposit. In addition, interruption of attendance will require an additional service fee upon return and availability is not guaranteed. Notifications of such adjustments would be made in writing to the contract signee.

The full twelve (12) month commitment of attendance is required to secure pricing. Payment for each week of contractual agreement is required whether or not child is in attendance (except for the one-week closure in August) and the contractual weekly tuition amount due does not change.

**SERVICE FEES:** Administrative Changes, Delinquency Late Payments, and Returned/Insufficient Checks are subject to an additional fee. Any unpaid balances will be expected to be paid in full prior to continuing participation.

**ATTENDANCE REQUIREMENTS:** Every child enrolling in any of our Nursery School (Infant/Toddler), Preschool, and School Age programs must submit/fulfill each of the following documents and permissions prior to starting at our program unless otherwise noted:

- The Lil' School Registration Form
- Pick-Up Procedure Form
- "Get to Know Me" Student Information Sheet\*
- Infant Information Sheet (for children under 2 yrs as needed)\*
- Specialized Instruction Permission Form\*
- The Lil' School Contract Agreement
- The Lil' School Release of Liability Waiver
- Ages & Stages Parent Questionnaire (ASQ)\*
- Medical Statement for Child in Childcare (OCFS-LDS-4433)\* dated within (6) months of official start date. Must include immunization records which are updated with our program routinely with every immunization
- The Lil' School Topical Ointment (OTC) Permission Form

*\*Children who are enrolled in the public or private school systems are exempt from this requirement*

Situational requirements may include the following dependent on arrangements made specifically with each family in accordance with their needs:

- The Lil' School Subsidized Care Agreement
- IEP, Early Intervention Information, Evaluations, Service Agreements etc. as needed to ensure we are able to provide the most developmentally appropriate programming for each child.

Children with special health care needs such as medications, allergies, services, and other conditions have additional documentation requirements to ensure we provide the best possible care. These documents must be resubmitted at least every six (6) months and any time in which the child's needs change:

- Written Medication Consent (OCFS-LDSS-7002)
- Individual Health Care Plan (OCFS-LDSS-7006)

Children WILL NOT be allowed to participate in The Lil' School programs without ALL attendance requirements and documentation. Additional paperwork may apply. It is the parent/guardian's responsibility to ensure that all information is kept accurate and if necessary, resubmit to remain up-to-date.

**Please Note:** Children with any conditions which impair their ability to safely participate will not be permitted to attend The Lil' School programs without a physician's written release and approval by the Director. The program must ensure its ability to provide quality care and programming to all children enrolled in our programs at all times. It is also always advisable to consult your physician prior to undertaking any program which includes physical exercise. Should any changes occur regarding your child's health, pediatrician, family situation, contact phone numbers, etc., contact our administrative staff to update your records immediately.

Child/Children Name(s) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**ATTENDANCE:** Tuition and payments will not be refunded or adjusted for missed days/classes, early pickup of child(ren), or late arrival of child(ren). This includes but is not limited to illness, snow days, and vacations. It is the undersigned parent/guardian's responsibility to notify us if a child will not be attending his/her regular schedule and any temporary changes to the agreed upon schedule (such as illness, vacation, etc.). Make-up days may be requested but are not guaranteed, and are approved on a limited case-by-case basis.

The program will be closed for a period of five (5) consecutive days in the month of August each year (please see the annual calendar for specific dates). Parents/Guardians will not be required to pay tuition for this one week of break from our program.

According to NYS Regulations, the program is required to maintain proper group sizes and teacher-child ratios. Therefore, during holiday weeks parents/guardians must notify designated teaching staff about their child(ren)'s attendance at least ten (10) business days prior to the start of said dates.

Parents/guardians are required to adhere to the agreed upon times of arrival and departure to ensure that staffing/student ratios are maintained. While we understand that delays occasionally occur, it is important for NYS OCFS compliance standards that arrival/pick-up times remain as consistent as possible. Pick-up delays that fall beyond the center's hours are subject to an additional charge of fifteen (15) dollars per every or any part of fifteen-minute increments past contractual pick-up time. Persistent delayed pick-ups are subject to supplemental charges, meeting with parents/guardians to resolve issue, and/or discontinued enrollment in program.

**SUITABILITY OF GROUP:** The Lil' School reserves the right to move a child to the group most appropriate for the development and age of the child as well as laws governing age-based ratios in accordance with NYS OCFS regulations. Parent/Guardians will be notified in advance of moving-up of children to ensure the easiest transition for the child.

**MEDIA/PHOTOGRAPHY APPROVAL:** Parents/Guardians grant permission to The Lil' School to take photographs and video of their child/children during participation for use in newsletters, program, Website or other publicity purposes. No information about the identity of the child(ren) will be released in conjunction with the media use (i.e. name, birthdate, address, contact information) unless separate/additional written permission is given by the parent/guardian for a specific use purpose. All photography and other media are the sole property of The Lil' Early Childhood and Enrichment Program, Inc (a.k.a. The Lil' School).

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**GENERAL AGREEMENT:**

I, the undersigned parent/guardian, consent that I have received and reviewed The Lil' School calendar for the contractual year. I understand that it is my responsibility to know which dates the program is not open and to provide alternate care for my child(ren) on those dates if it is needed.

I, the undersigned parent/guardian, have read, understand, and agree with the policies, conditions and information contained in the Parent Handbook, as a customer of The Lil' Early Childhood and Enrichment Program, Inc. (a.k.a. The Lil' School). I additionally recognize that copies of The Lil' Early Childhood and Enrichment Program Health Care Plan and NYS OCFS Regulations are accessible on the Program's Parent Boards for review at any time.

I, the undersigned parent/guardian, am responsible for payment of all tuition and fees associated with enrollment at The Lil' Early Childhood and Enrichment Program, Inc. (a.k.a. The Lil' School). I understand that there are no adjustments or refunds for tuition and fees agreed upon with this contract.

I, the undersigned parent/guardian, have read, understand, and agree with the policies, conditions and information contained in this contract, as a customer of The Lil' Early Childhood and Enrichment Program, Inc. (a.k.a. The Lil' School). This contract supersedes all existing contracts and will remain in effect until such time that a new contract is issued.

Child/Children Name(s) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_