

CSLC- 2019/2020
Homeschool Collective
Admission Agreement

Child's Name _____

Date of Birth _____

Parent/Guardian name(s) _____

Relationship to Child: _____

Address where child primarily resides: _____

City, State, Zip: _____

Secondary Address (if applicable): _____

City, State, Zip: _____

Home Phone: _____

Email Address: _____

Person Responsible for Payment: _____

Description of Services:

We offer an unschooling approach to homeschoolers ages 6-10, in a drop off setting. The program will consist an emergent curriculum that is ever changing and children will participate in the use of The Big Life Journal. It will be provided to each child and will be part of their daily flow.

_____ (initial)

Payment:

I, _____, parent or guardian of _____ (childs name), agree to pay an advanced monthly tuition. The total is to be paid on or before the 3rd of each month. The school agrees to provide education and care on Tuesdays and Thursdays. The terms of this agreement will remain in effect until enrollment is terminated with a written 30 day notice. PLEASE PAY TUITION ONLINE.

_____ (initial)

Registration/Materials Fee:

A yearly per family enrollment registration fee in the amount of \$100 is due and payable at the time of enrollment. This fee is non-refundable. We ask for a yearly materials fee at the start of each school year in August.

_____ (initial)

Late Fees/Refund Policy:

A late payment fee of \$20 will be applied to your account if payment is not made by noon on the 4th. No refunds will be given unless a mistake is made by CSLC. There is a returned check fee of \$25. There will be a **cash or money order only** policy in effect after second returned check.

_____ (initial)

Late Pick-up, and Late pick up fee:

LATE PICK-UP CANNOT OCCUR. If for some reason you run into an issue and will be late, please call the school to let a teacher know. Please plan to arrive 5 minutes early to avoid traffic concerns. We begin to release children at 3:55 program. A late fee of \$10 will be assessed if you arrive more than five minutes after your designated pickup time.

*I acknowledge the right of Creative Spirit Learning Center to contact the appropriate government agency in the event that my child remains at the center an hour or more past the close of business if all attempts to contact persons listed as an emergency contact have been exhausted. Late pick-ups are subject to a late fee of a dollar a minute after the first 5 minutes.

_____ (initial)

Center Communication: You must download the BLOOMZ app and leave notifications on at all times. It is your responsibility to maintain communication with our program, through this app.

_____ (initial)

Snack: Children need to bring their own snack along with a labeled water bottle every day. We are a peanut free school.

_____ (initial)

Family Community Expectations:

Each family must attend 1 parent meeting per school year. This will be scheduled approximately one month in advance. We also require that your family donate 5 work hours (in total for the school year), to be completed on a scheduled family work day.

_____ (initial)

Sick and Vacation Policy:

Creative Spirit Learning Center does not provide refunds for individual days missed due to illness or vacation time. Each family is provided one week of sick or vacation time, per child, per contracted year. In order to receive this week, requests must be made in writing at least two weeks prior to the invoice being sent out.

_____ (initial)

Modification and Termination Conditions

This agreement is valid for the 2019-20 school year August through July and automatically renews every year thereafter until your child leaves CSLC. Your family contract remains in effect year round. If you wish to terminate this agreement, a 30-day written notice to the Director is required prior to your child's last day of care. Schedule modifications are allowed pending availability, with at least a two week notice of intent to change. Children benefit most when the program and home have a similar philosophy of teaching and discipline. Should a time arise when either Creative Spirit Learning Center or the parent feels that the child is not benefiting from the program or must move on for other reasons, either party may request withdrawal without prejudice.

The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12, Chapter 1 Regulation 101200, states *“The department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.”*

Parent/ Guardian signature

_____ **Date** _____

Director signature

_____ **Date** _____