

## Smallville Preschool Admission Agreement

Payment of tuition is due in advance on the first day of the contracted period; weekly, bi-weekly or monthly. There is a late fee of \$10.00 per week on delinquent accounts. If payment becomes one week over due, the child will not be admitted into the program on the following Monday, until payment is up to date. Special arrangements may be made if agreed to in advance by the Director.

Since enrollment is limited and expenses for the school continue regardless of attendance, no deduction, credits, or refunds can be made for holidays or absences. No refunds will be given for any reason without approval of the owner. You must pay for your regularly scheduled days even if the child doesn't attend. If a long absence is necessary, special arrangements may be made with the owner.

Two weeks' notice (or payment thereof) is required for withdrawal from the program. No changes in tuition will be made without prior consent of the owner.

Registration Fee: \$85.00 (non-refundable) due with enrollment packet. 2<sup>nd</sup> child \$65

Late pick-up fee is \$1.00 per minute.

Parents are required to read, complete and sign the following forms in the Enrollment packet prior to their first day at Smallville Preschool.

- Release of Liability, Informed consent, Assumption of risks, and Indemnity Agreement
- Physician's Report
- Immunization Records
- TB Test
- Emergency Information and Consent Form
- Consent for Medical treatment
- Identification and Emergency Information
- Notification of Parent's Rights
- Child's pre-admission Health Report- Parent's report
- Personal Rights
- Enrollment Agreement
- Read and sign Parent Handbook
- Lead Exposure Information

Basic Services- Smallville Preschool offers its services from 7:00 am to 6:00 pm Monday thru Friday except during holiday schedules. We will provide a cereal breakfast before 9:00am, and two snacks per day. You will need to provide a sack lunch for your child. The Parent /Guardian will need to supply all food if your child requires a special diet.

Termination Policy: Smallville Preschool reserves the right to terminate enrollment at any time at the discretion of the Owner or Director. The following are examples and are not limited to: Non-Payment or late payment, child's behavior, Parent or guardian not following parent handbook guidelines.

The Department of Social services: Their personnel has the right to interview children or staff at anytime, to inspect or audit child care records, to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement without prior consent.

Your child's tuition and non-refundable registration are due by the first day of attendance. Tuition is to be paid 2 weeks ahead in advance of service. I have received, read and understand the Smallville Preschool Parent Handbook and Enrollment agreement. By signing this document, I agree to all the terms implied and listed above.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_