

# Smallville Preschool Admission Agreement

## Payment of tuition is due in advance of childcare.

- **If you pay bi-weekly, you are prepaying for 2 weeks of care.**
- **If you are paying monthly, you must pay tuition in full by the first of the month that you want childcare. Only after the payment clears your child receives care.**
- **There is a late fee of \$10 per day on delinquent accounts.**
- **If payment becomes one week overdue, 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 Owner.**

Since enrollment is limited and expenses for the school continue regardless of attendance, no deduction, credits, or refunds can be made for holidays, absences, or health pandemics. 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 does not 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 (non-refundable) due with enrollment packet.

Second child registration \$65(non-refundable) due with Enrollment packet.

Late pick-up fee is \$1.00 per minute Payable directly to the teacher at time of pickup.

## **Enrollment Packet**

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

- Assumption of Risk 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

**Basic Services** – Smallville Preschool offers its services from 7:00am to 6:00pm, Monday thru Friday. Our Infant center is open from 7:00am to 5:30 pm Monday thru Friday

- 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.
- Diapers & Wipes are the responsibility of the parents.
- Infants and Toddlers parents must provide, all food, breast milk, formula, diapers and wipes and any change of clothes

Termination Policy: Smallville Preschool reserves the right to terminate enrollment if we feel that a child’s behavior constitutes a danger or cruelty to himself or others, or in any way attacks a staff member or willfully disregards school safety rules.

The Department of Social Services personnel have the right to interview children or staff, 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.

**I have read, understand, and agree to the terms listed above. \_\_\_\_\_(initial) As agreed to with Smallville Preschool tuition of \$\_\_\_\_\_ is to be paid in advance, bi-weekly or monthly beginning with \$\_\_\_\_\_ to be paid on the first day of admission to the program. I have read and understand the Smallville Preschool Parent Handbook and Enrollment agreement.**

Child’s Name \_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_

Director’s Signature

\_\_\_\_\_ Date \_\_\_\_\_