

ADVENTURELAND CHRISTIAN PRESCHOOL

ADMISSION AGREEMENT

Adventureland Christian Preschool will provide your child with safe, loving Christian child care, providing experiences that will enrich your child's developmental process. The following is an agreement of responsibilities that need to be adhered to during your child's enrollment. Through working together and honoring this agreement and the more detailed Parent Handbook, we can both achieve our goal of providing your child with an enriching early childhood education experience.

I/We _____ parent(s) or guardian(s) of _____ (child), agree to comply with the Parent Handbook and this Admission Agreement with Adventureland beginning on _____. I/we acknowledge access to the Adventureland Parent Handbook by request or download from our website www.AdventurelandPreschool.com.

1. REGISTRATION:

A child is considered enrolled at Adventureland when the Registration Forms are filled out, the Registration Fee is paid, and a starting date is selected. **The registration fee is non-refundable.** If you choose to withdraw your child for more than one month with a 2-week notice, you will have to pay this fee again upon re-enrollment. **A registration fee is charged annually.**

2. HOURS and SELECTION OF SCHEDULE:

Full-Time 7 am-5:30 pm **OR Part-Time** 8 am-12 pm **Scheduled Days: M, T, W, TH, F**

Child care will be provided during normal operating hours. 2 week notice is required for schedule change requests. Arrivals after 9am require communication and pre-approval to ensure adequate staffing. The closure calendar is posted on our website. Scheduled days are set, and can not be switched to make up for closures or missed days. Additional days, may be requested and if approved will be charged as a drop in rate.

Meals: 9:30 am morning snack. 11:30 am Lunch. 3:30 pm Afternoon snack.

3. TUITION:

Your monthly fee is \$_____ and is due on the 1st of the month or in ½ installments on the 1st and 15th. Current rates will be updated and are available at adventurelandpreschool.com. If your child's schedule changes, current rates for that schedule will be applied and are available on the website.

There is no reduction in tuition for holidays, government-ordered school closures, vacations or absences. There is a 10% discount for the first additional child enrolled per family taken off the lowest tuition.

Late Payments: If payment is not received by the 5th or 20th for bi-monthly payments, there will be a \$25 late fee added to your account. If tuition is still not paid after the 5th and arrangements are not made with the Director immediately, your child(ren) could be suspended or removed from the program. Tuition rates can change at any time with 30-day notice.

4. LATE PICK UP:

If you pick up your child after end of operating hours or after 12pm for part-time schedule, there will be a late fee of \$10 for any portion of the first 5 minutes and an additional \$1 per minute after 5 minutes. Additional fees will be billed and include a \$5 billing fee. If you are enrolled in autopay- any late fees will be automatically deducted on the 1st or 15th of the month. Excessive late arrivals could result in your child's removal from the program.

5. WITHDRAWAL OF CHILD BY PARENT: * 2 WEEK NOTICE REQUIRED *****

This Admission Agreement may be terminated by the parent upon a 2 week notice provided in writing or e-Mail. If the child is withdrawn without a 2 week notice, the parent will agree to pay Adventureland Christian Preschool an additional one month of tuition fees based on rate for current schedule.

6. CANCELLATIONS BY ADVENTURELAND / IMMEDIATE CANCELLATION:

The Director may cancel enrollment effective immediately, if any of the following conditions arise:

A) In the sole judgment of the Director, if the child's behavior threatens the physical or mental health or well-being of one or more of the other children or staff at Adventureland Christian Preschool.

B) In the sole judgment of the Director, the program does not meet the developmental or special needs of the child, but only after the individual child's needs have been considered.

C) Any payment owed by the parent to Adventureland Christian Preschool that is not paid by the due date each month, after which the payment is late and arrangements have not been set up.

D) Parent fails to abide by any other terms of this Admission Agreement or Parent Handbook available from Adventureland Christian Preschool and on our website at www.AdventurelandPreschool.com

E) The child is picked up late 2 times within any 30 day period or 3 times in any 90 day period.

F) On 2 or more occasions within any 30 day period, in sole judgment of the Director, the parent drops off their child ill, (Per the Sick Policy) to Adventureland, or the parent fails to pick up the child within 30 minutes from Adventureland, after being notified by the Director that the child was ill.

G) If behavioral issues occur that create safety issues or disrupt the classroom setting we may contact the parent for pick-up within 30 minutes. Multiple occurrences could result in 1 or 2 day suspensions. Continuation of these issues beyond a suspension could result in cancellation of enrollment.

Each child enters Adventureland Christian Preschool on a 2 week trial basis, during which either party may cancel without notice. **Any fees or tuition paid to Adventureland are non-refundable.**

Guardian Name _____ Signature _____ Date _____

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Licensee/Director's Signature _____ Date: _____