

# Angel Sprouts Academy CONTRACT

Please read carefully. It is important that you read and understand the Center's rules and regulations. If you have any questions, please ask. Sign and return.

## HOURS OF OPERATION Monday-Friday 6:30 A.M. - 6:00 P.M.

Early drop off and/or late pick up **will not be tolerated**, therefore a late fee will be charged at a rate of **\$10.00 for the first 10 minutes and \$2.00 thereafter per (1) one minute outside contracted hours.** This charge will not be waived regardless of reason. All late fees are due at the time of pick up or the next morning before service is provided.

**We ask that all children arrive by 10:00 a.m.** to prevent disruption of the children's class schedule. The only time you can drop off your child after that time is because of a doctor's appointment and the Office will need a written excuse from the doctor's office.

## TUITION

Full Time (25 to 50 hours) \$ \_\_\_\_\_ .00 per week If SRF Co Pay \$ \_\_\_\_\_  
Registration Fee \$ \_\_\_\_\_ Drop In \$ \_\_\_\_\_ (If space is available)

Breakfast, lunch and snacks are included in tuition fee. Breakfast is served until 8:00am, no exceptions!

4C (School Readiness Funds) are accepted, however; families are responsible for any difference between Angel Sprouts Academy rates and the amount of assistance offered by 4C.

Angel Sprouts Academy, Inc. reserves the right to increase rates within a 30 days written notice.

Payments are due in advance. **Tuition payment is due on Friday morning before the week of attendance** (in advance of care). If a holiday or vacation time falls on the pay date, payment should be made on the last day prior to this date.

**If you do not pay on Friday,**

#1. On Monday morning, a \$35.00 late fee charge will be added to your balance.

#2. On Monday morning your payments has to be made in CASH ONLY.

#3. You will lose any special discounts that you might have.

Specials are only good while payments are made on time on Friday.

#4. If you do not pay on Monday morning with the added late fee charge; SERVICE will NOT be provided.

After three (3) days (Wednesday) if payment is not received, we reserve the right to terminate enrollment and space will be open for another child on our waiting list. Tuition fees due regardless of the child's attendance.

**MISSED DAYS:** If a child is absent on a scheduled day, full fee is due, including statutory holidays. Remember that **payment is based on enrollment, not attendance** and is expected regardless of sick time, personal time, holidays or vacations.

**VACATIONS:** We ask you to give us a two weeks notice. A holding fee of \$10.00 per day will be charged during your holidays to reserve the child's space. Three full weeks can be used for vacation each calendar year.

There will be a charge of **\$35.00 for check returned from the bank.** After one (1) returned check payments have to be either cash or money order.

## **SICK POLICY**

Guidelines for attendance must be adhere to in order to protect the other children who attend our Center, as well as staff from illness as much as reasonably possible. Children who become ill will be separated from others while in our care and will stay there until the parent picks him/her up.

Parents have **one hour** after notification of illness to pick up their child.

If your child requires medication parents will have to fill out the ***Authorization for Medication*** form. Medication will be administered **only upon the written order of a physician and the written permission of the parent. Medication will only be administered at lunch time.** Medication **must be** in the original container and bear the child's name, dosage, doctor's name and phone number. All medication will be kept in the Office. No over the counter medications will be administered. **ONLY PRESCRIBED MEDICATIONS.**

We will visually check each child upon arrival for signs of illness. If your child has any symptoms of being ill, he/she will not be allowed to attend that day.

**No child will be accepted for care who is obviously acutely ill or who have any of the following symptoms:**

- Unusual spots or rashes (this does not includes diaper rash)
- Infected skin or crusty patches
- Feverish appearance or fever (Temperature over 101 F)
- Severe coughing, difficulty breathing, yellowish skin or eyes
- Eyes that are irritated, swollen or with a discharge
- Scabies, ringworm, head lice/nits or chicken pox
- Strep Throat
- Conjunctivitis (Pink Eye)
- Diarrhea or vomiting during the last 24 hours
- Any symptoms of contagious diseases **(THIS INCLUDES A GREEN RUNNY NOSE)**

The child may not return to the Center until these symptoms have subsided. Some of this may required a doctor's note to return.

All families are advised to make contingency plans for the care of a sick child in advance of actual illness. It is the provider's right to make decisions regarding the child's ability to take part in the Center's daily routine. Children who are technically OK, but cry excessively or are listless may be sent home. If a child becomes ill while here, they will be isolated from the other children, and the parent will be contacted for immediate pick up.

When your child is sick, we realize how difficult it is for you to make other arrangements. However, these policies are similar to those found in most public schools, and it would be suggested to have alternate arrangements for the care of your sick child. It is the provider's right to make decisions regarding the child's ability to take part in the Center's daily activities. Children who are technically OK, but cry excessively or are listless may be sent home.

If there is a need for emergency medical attention, the child will be taken to the hospital. Parents will be contacted as soon as possible after emergency arrangements have been made. If an ambulance is required, we will ride along with the injured child.

Superficial wounds will be cleaned with soap and water and covered with a bandage.

**Each child must have a physical examination (Yellow Form) and a complete immunization history (Blue Form) up to date within thirty (30) days of enrollment. Children under two(2) years old must have a physical examination every year. Children two(2) and over, every two years.**

## **DISCIPLINE POLICY**

Good discipline instructs children in proper conduct and helps develop inner control. This encourages them to live accordingly to behavior standards established by society. **The following behavior is considered inappropriate in the Center:**

**Disruptive behavior, causing interruption to daily activities such as, but not limited to the following will not be tolerated:**

- Causing physical harm to another child or adult by hitting, biting, kicking, throwing or any other form of abuse.
- Use of inappropriate language, spitting or any other form of verbal abuse or degradation by a child or adult directed at another child or adult.
- Repeated refusal by a child to comply with rules and/or failure to listen.
- Behavior potentially harmful to themselves or others.

Appropriate, positive behavior will be modeled to the children. Children of any age will be re-directed to another activity from unacceptable behavior or shown appropriate alternatives as a first step. When a child appears to be overwhelmed, they are offered a private place or quiet activity as an opportunity to “re-group” and regain self-control. Our goal is to teach the child to seek out a less stimulating activity or place if she/he feels her/himself becoming overwhelmed.

If behavior continues we will be contacting parents to design appropriate plans to re-direct and set goals for the child. However, we reserve the right to terminate care with no notice if behavior becomes uncontrollable.

Families should inform us of changes in their child's life that may affect moods and behavior. Some situations we should be made aware of include:

- Changes in family situation (separation, divorce, death in the family)
- Parent or guardian out of town
- People visiting the child's home
- Child taking medication

Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking; verbal or physical abuse, withholding or forcing food or any other form of abuse will never be used, even at the parent's request.

Our goal is to partner with **parents and staff to provide positive role models** for each child in an environment conducive to excellent early childhood development.

## **SECURITY**

Each family must provide a list of people authorized to pick up their child at any time. A copy of their license (preferably in color) must be provided for the child's file. Please be aware that providers are legally obligated to release a child to both parents regardless of circumstances, unless written legal document has been provided by either parent terminating the rights to the other.

- It is the responsibility of the parents to notify the Center if any information changes. Changes can not be made over the phone. Changes must be in writing and signed by the parents.
- If the non-custodial parent is unknown to the provider, her or she may be asked to provide identification and a copy of the child's birth certificate to proof parenthood.

**The Center will not release a child to anyone that is not an adult on the list, anyone that is impaired or intoxicated.** The parent releases Angel Sprouts Academy, Inc. of any responsibility due to any non-given information about who is/is not authorized to pick up their child.

**Parents must sign in and out every day with their full name.**

\_\_\_\_\_  
Parent Signature      Date

## **TERMINATION**

Many experts agree that a fundamental basis for a raising confident, trusting children is continuity of care. Studies on human brain development in the first three years of life confirm this concept. Therefore, children enrolled in our program are ideally expected to stay through their preschool years.

Unfortunately, the realities of daily life, such as family move, sometimes make it necessary for children to make a change. If this becomes a consideration for your family, please share this information with us as soon as it becomes apparent. In the event that care must be terminated, parents may terminate the arrangement. If by any reason we understand that your child can not continue enrolled in our Center we will inform the parents immediately.

## **CONTRACT CHANGES**

Two weeks written notice will be given if any changes are made to this contract, at that time, you will have 24 hours to sign and return the changes so that it may be added to your child's file. If you do not agree with the changes you **MUST** give your two weeks notice within the 24 hours limit.

## **CHILD ABUSE AND NEGLECT POLICY**

Child care providers are required by law to report if they know or suspect that a child has been neglected or harmed. Reports will be made to the County Social Services in compliance with state child abuse and neglect laws.

## **HOLIDAYS**

Labor Day, Columbus Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr., Presidents' Day, Memorial day, Fourth of July, Good Friday. Any of these Holidays may be changed with a 30 day notice. **BACK UP CARE:** Parents are responsible to arrange their own back up care during holidays and days off.

## **JEWELRY**

Please leave all jewelry at home. Angel Sprouts Academy, Inc. is not responsible for any jewelry that the child brings to the Center.

## **TOYS**

**The children are not allowed to bring any toys from home. Teachers won't be responsible for lost or broken toys.** We have a variety of toys and equipment for the children's use.

## **Updated Personal Information**

Any changes in personal information, like address or phone numbers should be notified to the office as soon as possible. Names and numbers on your child's emergency contacts also need to be kept current. Your child will only be released to persons other than the parents or legal guardian if their name appears on your form. In case of emergency a phone call will suffice as long as the person picking up the child shows a Florida Driver's License.

## **MEDIA CONSENT FORM**

Occasionally, public media (i.e. newspaper, television), or us may photograph or video tape Angel Sprouts Academy's events or special activities during the year. This material may be used to promote Angel Sprouts Academy throughout newspapers, ASA website, and brochures that may be distributed.

Please check one and sign below:

☐ I **give permission** for my child's photograph)/video tape to be used by Angel Sprouts Academy for the purposes stated above.

☐ I **do not want** my child's photograph)/video tape used by Angel Sprouts Academy.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **FAMILY RESPONSIBILITIES**

Families are asked to provide diapers, wipes and any other special needs of the child. If the parent fails to provide diapers or wipes, the Teacher will use the Center's supplies and the parent will be charged \$2.00 per diaper and .25 for wipes.

Children should always have an extra change of clothing in case they need it.

Parents are responsible for the child's hygiene and grooming. Children should arrive in clothing appropriate to the weather, with a clean face and a fresh diaper. Children that arrive in any other condition will not be accepted until you have rectified the situation. All children must have their **fingernails short and clean.**

**Dress Code/Uniform** *Children should be dressed comfortably for school activities. Clothes that are easy to change, dark blue or khaki pants, jeans (without belt or suspenders), school red shirt or any red shirt, black shoes, sneakers or boots that stay put are great choices. **Children must always wear closed shoes for their safety. Sandals are not appropriated for school.***

## **ENROLLMENT REQUIREMENTS**

Parents are required to bring a Physical Exam and Immunization Record within (30) thirty days of enrollment. *Section 65C-22.006 F.A.C. requires a current physical examination (Form 3040 or Yellow Form) and immunization record (Form 680 or 681 or Blue Form) within thirty(30) days of enrollment.*

- *Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "KNOW YOUR CHILD CARE CENTER".*
- *Section 65C-22.006(4)©2., F.A.C. requires that parents are notified in writing of the disciplinary practices use by the child care facility.*
- *I have received the Parent Handbook.*

By signing below, you verify that you have received the above items and that all information on this enrollment form is complete and accurate.

The undersigned parents agree to follow the guidelines set forth in this contract and to pay the fees as stated and understand that if the above guidelines are not followed, the provider (Angel Sprouts Academy, Inc.) has the right to refuse service without any notice.

I/we agree to enroll my/our child, \_\_\_\_\_ Start Date: \_\_\_\_\_

The Tuition Fee for my child is \$\_\_\_\_\_ every week (Friday). Late charge is \$20.00 if payment is not received on Friday. Late pick up charge is \$2.00 per (1) minute. (Ex. Pick up at 6:20 P.M., you will be charged \$40.00 that has to be paid by the next morning before service is provided).

Payments are to be made in check, cash or money order. There will be a charge of \$35.00 for checks returned by the bank. After (1) one returned check parents will be required to make payments in cash or money order only. Late payments **MUST** be made on cash or money order, no checks. There will be **NO REFUNDS** of any money from Angel Sprouts Academy, Inc.

I/we agree to this contract. I/we agree to comply with all of the above said terms and fees.

Please sign after you have read, fully understand and agreed to everything in this Contract. If the above guidelines are not followed, the provider has the right to refuse service without any notice.

**There will not be any money refunds by Angel Sprouts Academy, Inc. for advance tuition payments.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
A.S.A. Inc.

\_\_\_\_\_  
Date