



Stepping Starz – Perrysburg (PBKW Ltd.) Admission Form Agreement

On behalf of myself, my spouse, and each child designated on the admission, I enter into this agreement with Stepping Starz., and Ohio Limited Liability Company, regarding the provision by Stepping Starz of a supervised, indoor childcare for the following child(ren):

FACILITY USE: Subject to this agreement, Stepping Starz . will provide drop-in or flexible full or part time care for my child on a flexible time basis. This includes use of the facility and participation in art and play activities, and meals. PBKW Ltd. Does not provide transportation.

REGISTRATION: Parent/Legal Guardians are required to pay a \$15 (drop-in) or \$40 (PT/FT) annual registration fee. The annual fee is charged on January 1st of each year. Drop-in enrollment packets must be fully completed before drop off or you will not be allowed to drop your child(ren) off. Enrollment packets must be completed accurately with working phone numbers, and updated annually or as needed.

SCHEDULING: State Assisted and Part/full time families are to provide a weekly schedule. Improper scheduling may result in loss of time slot. If you schedule and are more than 30 minutes late without contact, the PBKW Ltd. will mark it as a No Call, No Show and a fee of \$15 will be assessed to your account. Daily limit for children at the center is 12 hours. If you need additional times, please speak to the Director.

PART/FULL TIME: Diapers, wipes, formula, and spare clothes need to be provided by the Parent/Legal Guardian at the beginning of each week. If you are full time, please bring enough to last the week and be sure to check with the staff to see when you are running low. Always ask at the end of each week so you are prepared for the coming weeks. If you do not provide diapers or wipes, you will be charged \$1/diaper and \$10 for the use of Stepping Starz. wipes.

Requirements consist of:

Infants: (1) pack of diapers, (1) pack of wipes, premade bottles, security items and spare clothes

Toddler: (1) pack of diapers, (1) pack of wipes, sippy cup, blanket, and spare clothes

Preschool: Bookbag with the necessities needed for your child(ren). Must be fully potty trained before moving to preschool, but may have a pull-up at nap time.

STATE ASSISTANCE: Parent/Legal Guardian must be approved and in the Stepping Starz. portal before allowing to attend. If you are a family in need and need care right away, you may use Stepping Starz. services; HOWEVER, the Parent/Legal Guardian will be responsible for payment at the normal rate. In the chance that the county covers (backdates) to the initial start date (date of application), PBKW Ltd. **will not give refunds.**

ATTENDANCE: You must log in and out of our Procure system so that your attendance matches your swipe card, and you must sign your weekly timecard that is printed off. If there is a discrepancy with that state/audit and you were in attendance but did not sign in/out, you will be responsible for paying any funds that are taken back from the state for not accurately logging your attendance.

FUTURE VISITS: This agreement, the registration form and the release will be kept on file at 580 Craig Dr. Ste 8 Perrysburg, OH 43551, and continue to constitute binding obligations for any future visits my child may make. However, this does not obligate Stepping Starz. to continue to provide services, and PBKW Ltd. reserves the right to refuse admission to any child for any reason without liability.

PAYMENT: Payments for PBKW Ltd. full time and part time services will be due Monday morning before 12pm in full amount (you can pay cash, Mastercard, Visa, debit card, check and or checking accounts). Drop in hours will be collected at pick up. **No refunds are given** after payments are collected on Monday morning. All adjustments to your schedule MUST be made before Monday. Adjustments may be made on the weekend through Taylor. I agree to pay all costs and attorney fees arising out of my action relating to the Admission Form Agreement, Enrollment Packet, or the release for collection purposed or otherwise. **Families are responsible for providing a 2 week notice of withdrawal or your account will be charged the remaining 2 weeks at the rate of your child(ren)'s tuition. Families with state assistance will be charged \$100 each week for the remaining 2 weeks.**

HEALTH POLICIES: I will provide medical statements (issued by the ODJFS) for my child(ren) under the age of 5 years, or not yet eligible for Kindergarten, which must be dated and signed by the child's physician, and updated annually thereafter until the child is enrolled in school. My child(ren) are in excellent health and physical condition and has no medical, psychological, physical, or mental condition which has not been disclosed to Stepping Starz. on the attached enrollment packet. My child(ren) do not have any infectious, contagious, or communicable diseases. In the event that my child(ren) becomes sick with a contagious illness after visiting PBKW Ltd., and the visit to Stepping Starz. occurred during the gestation period of such illness, I agree to notify Stepping Starz. as soon as possible to enable Stepping Starz. in its discretion to notify the children who may have been exposed. If my child becomes ill at Stepping Starz., my child will be isolated from the group on a cot until the child is released to the Parent/Guardian's care.

MEDICAL PROCEDURES:

General Medical Guidelines/Discretion: Although Stepping Starz. strives to provide a safe environment, it is possible that my child(ren) could become injured. In such an event, I authorize PBKW Ltd. to follow its internal procedures, including simple first aid as reasonably appropriate; however, I understand that PBKW Ltd. shall not be required to strictly follow those guidelines when, in their judgment, certain circumstances may require otherwise.

Medical Authorization: In the event that Stepping Starz. determines that emergency medical attention is necessary for my child(ren), Stepping Starz. is authorized by me or whoever signs my child in for that day, to act as an agent for me to give my permission for my child(ren) to be attended by a physician in such circumstances as deemed necessary.

Safety/Indemnity: I agree that Stepping Starz. may take action which it considers prudent to protect the safety of my child(ren), and other children visiting the center. I further agree to

indemnify, defend and hold Stepping Starz . (Officers, Directors, Agents, Employees) harmless from any inaccuracy or omission made by me in completing the enrollment packet.

STATE OF OHIO LICENSING REQUIREMENTS: The ODJFS, Child Care Licensing unit shall have the right to enter and inspect the premises unannounced, and have access to children's records, as well as the authority to contact staff, parents, and relatives of children in care, or other witnesses. The Director at Stepping Starz. and its employees are required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or neglect to the local public children's services agency.

ADDITIONAL REQUIREMENTS: As a condition of my use of Stepping Starz., I have accurately completed and signed the enrollment packet. I understand that Stepping Starz. will rely on this information when caring for my child(ren).

Thank you for choosing Stepping Starz as your child care provider! We strive to provide you the best child care possible and look forward to being a part of your child(ren)'s development.

I HAVE RECEIVED AND READ THE Stepping Starz ADMISSION FORM AGREEMENT

PARENT SIGNATURE: _____

RELEASE

Stepping Starz. as a State of Ohio Licensed Child Care Facility, provide a safe, clean, and fun environment for children. However, in any child care program, injuries occur. In order for Stepping Starz. to be able to provide child care services to you, it is necessary that you assume certain risks. Signing this release is necessary to receive services.

I, on behalf of myself, my spouse, and each child designated on the Admission Form Agreement (my child(ren)), waive and release all rights, causes of action, and claims against Stepping Starz ., an Ohio Limited Liability Company, its Director, Agents, and Employees, for any and all loss of damage to property or injuries suffered by my child during the time my child is visiting at Stepping Starz., including the possible negligence of Stepping Starz., but excluding gross negligence and intentional property misconduct. I understand that the provision of child care contains risk of injury to persons and damage to property, and that by signing this release, I engage Stepping Starz. to provide temporary child care for my child(ren) at my own risk. I have been given the opportunity to ask questions and obtain answers to my satisfaction regarding any and all aspects of Stepping Starz., including but not limited to, further risks, complications, and costs. By signing this Release, I have not relied on any promises or statements made by Stepping Starz. other than those contained in written information supplied to me.

I understand that this Release will be kept on file at . Stepping Starz and will continue in effect for this and any further visits my child(ren) may make to Stepping Starz.

I ALLOW Stepping Starz. TO PUBLISH MY CHILD(REN)'S PHOTOGRAPHIC IMAGES FOR ADVERTISING PURPOSES (SUCH AS BUT NOT LIMITED TO FACEBOOK AND INSTAGRAM) AND ANY OTHER PURPOSE Stepping Starz. DEEMS APPROPRIATE.

YES _____ NO _____

DATE: _____

PARENT/LEGAL GUARDIAN (PRINT) _____

SIGNATURE OF PARENT/LEGAL GUARDIAN _____

SIGNATURE OF PBKW LTD. DIRECTOR _____