

**Animal Crackers, Inc. Registration Agreement**

Revised 3-24-04

Today's Date: \_\_\_\_\_ Child's Start Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parents/Guardians/Foster Parents: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

This registration agreement provides the terms and conditions for enrollment and attendance at Animal Crackers, Inc. (hereafter referred to as the "center"). The policies of the center are further explained in the Parent Handbook. Failure to follow the guidelines without written approval from the Executive Director, may result in the termination of enrollment.

The center's hours are 7AM-6PM Monday -Friday. In order to maintain the State required teacher-child ratio, it is important to know the hours a family will require for their child. **Even though we are open for 11 hours daily, we strongly recommend no more than 9  $\frac{3}{4}$  hours per day for your child.**

The hours my child will be at Animal Crackers, Inc:

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Animal Crackers Inc.'s low ratios will be maintained throughout the day, as staffing allows. However, from 7AM to 8:30AM and from 4:30-6PM combined rooms and staff may be used for the three year olds through the school-agers. Infants through two year olds may be combined for short periods of time. During these times state ratios will be maintained.

### **ADMISSION / DISCHARGE**

All enrollment forms must be completed and returned to the office at least 24 hours prior to the child's starting date. All information in the children's file must be kept current—parents/guardians are expected to update information as changes occur.

The center will be provided with all information concerning a child's medical, emotional or learning needs. The center will make every effort to meet the needs of all children within the established child-teacher ratios.

Parents/Guardians are obligated to notify the center in writing (at least two weeks) of any schedule changes, vacation dates, or withdrawal of enrollment from the program. If a two week notice has not been given prior to disenrolling, you will still be billed for the two weeks notice after your child's last day of attendance.

Children who have been absent for more than two consecutive weeks without submitting a notice of vacation or withdrawal of enrollment will be terminated from enrollment with Animal Crackers, Inc.

### **FEES AND BILLING**

Attached is a copy of the Center's fee schedule. Animal Crackers, Inc. has established these rates on a non-discriminatory basis. All families will be required to pay the same fees. Co-payments may be required by families receiving tuition assistance. Rates may be changed by the Board of Directors at their discretion.

A one time non-refundable registration fee of \$50 is required at the time your child is enrolled.

A two week written notice is required for scheduled changes in the times that your child will be at the center. A two week written notice is also required for the termination of enrollment. All fees will remain the same

during these periods and will then change to the rate of the revised schedule.

All tuition fees are based upon an agreed schedule and will not be altered for absences to illnesses or personal reasons. All children receive one week of vacation (5 consecutive days) during the calendar year that is free of charge. Parents are required to give written notices of vacations to the Executive Director two weeks in advance. If a child falls ill for an extended period of time, the parents can apply their one week of vacation time to their bill without written notice. If a child is out longer than one week due to illness, all fees still apply. If a child is ill longer than one week due to illness or personal reasons, Parents/Responsible parties will need to contact the Executive Director to notify of return date. All fees remain the same until an agreement has been reached between the Executive Director and the family.

Parents / Responsible parties are responsible for paying fees during extended illnesses. Unless parents are paying the scheduled fee attached to a spot in a classroom, we do not hold spots open for children. See the Animal Crackers, Inc. Parental Termination of Enrollment Policy for further details.

Tuition is due on the 1<sup>st</sup> of every month. If tuition payments have not been paid within ten days (by the 10<sup>th</sup> of each month) of the due date (1<sup>st</sup> of every month) you will be charged a \$10.00 late fee along with your original balance owed. If tuition has again not been paid by the 25<sup>th</sup> of the month you will be charged an additional \$15.00 late fee along with the original balance owed. These late fee charges will total \$25.00. If tuition payments have not been received by the 30<sup>th</sup> day of the month, this may result in the immediate termination of enrollment at Animal Crackers, Inc. and we will pursue the outstanding fees in Small Claims to retain unpaid tuition and any additional fees accrued.

### **HEALTH / WELLNESS**

Please follow the Health Policy in your Parent Handbook. Children should be kept at home if they have a contagious illness or are unable to participate fully in all indoor or outdoor activities. Parents/Guardians should notify the center if their child has been diagnosed with any contagious illnesses or communicable diseases (including head lice).

Parents/Guardians should call the center by 9:00am whenever the child will be absent on a scheduled day for any reason including illnesses. In the event a child becomes ill or is injured while they are under Animal Crackers Inc. care and need medical attention, staff will contact the parent(s) or responsible parties. If staff are unable to reach the parent(s) or responsible parties and immediate medical attention is required, Emergency Medical Services will be contacted to transport the child to the appropriate medical facility. A teacher or the Executive Director will accompany the child and stay with them until the parent(s) or responsible party arrives. If the child does not require immediate medical attention, Animal Crackers Inc. will contact the parent(s) or responsible parties to inform them of the situation and the child will need to be picked up within one hour of notification. If the ill child is not picked up within one hour of notification, a late pick up fee will be assessed. Please see **Fees and Billing policy** for extended illnesses.

### **CLOSED DAYS**

Animal Crackers is closed for the following holidays and advocacy days: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve Day, Christmas Day and Worthy Wage Day.

**In the event of Snow Days:** Animal Crackers will be closed when the Madison Public Schools are closed due to inclement weather. In the event threatening weather occurs during the day the center may encourage families to pick up their children early for an early release and reserves the right to close if necessary.

### **LATE PICK UP POLICY**

**Children must be picked up and out of the center by 6pm.** Please allow ample time for picking up your child(ren). Parent(s) or responsible parties who know that they will be late must contact the center ASAP. If you are late you will be asked to sign a "late slip" and will be issued a late fee charge. You will receive a billing invoice for the late fee charge.

I have read, understand and agree with the above terms of the registration agreement. I give permission for my child to participate in the Animal Crackers, Inc. Childcare/Preschool Program and I agree to pay all related fees.

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Signature of Parent/Guardian/Responsible Party

Animal Crackers, Inc., participates in the Child Care Food Program (CCFP). The CCFP operates in accordance with the USDA policy which does not permit discrimination on the basis of race, sex, handicap, color, national origin or age. Any person who believes he or she has been discriminated against in any USDA related activity should write immediately to the Community Nutrition Programs, Wis. Dept. of Public Instruction, P.O Box 7841 Madison WI 53707-7841.