



## Registration Agreement

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Start Date: \_\_\_\_\_

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

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

Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

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

The center's hours are 7 am – 6 pm Monday through Friday. In order to maintain the state required teacher-to-child ratio it is important to know the hours children will be at the center. Even though we are open for 11 hours daily, we strongly recommend that a child not be here more than 9 and  $\frac{1}{4}$  hours per day.

Please fill in the approximate times your child will be in attendance at the center:

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

***Please read the following information, sign the last page and return it with the front page.***

***Ratios-*** The center's low ratios will be maintained throughout the day as staffing allows. However, from 7:00 to 8:30 and from 4:30 to 6:00 combined rooms and staff may be used. 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 start 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 each child's medical, emotional and 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 before, of any schedule changes, vacation dates or withdrawal of enrollment from the center. If a two week notice has not been given prior to the disenrollment a child you will be billed for the two weeks 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 the center and will be billed out for the two weeks as explained above.

***Health & Wellness-*** Please follow the Health Policy in your Parent Handbook. Children should be kept home if they have a fever of 100.0 degrees or higher under the arm or a contagious illness or are unable to participate fully in indoor and outdoor activities. Parents/Guardians should notify the center if their child has been diagnosed with any contagious illness or communicable disease (including head lice). Parents/Guardians should call the center by 9:00am whenever a child will be absent on any day for any reason.

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 parents/guardians. If staff is unable to reach the parents/guardians 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 a parent/guardian arrives. If the child does not require immediate medical attention the center will contact parents/guardians 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 fee will be assessed. Please see Fees and Billing policy for extended illness.

**Late Pick Up Policy-** Children must be picked up and be out of the center by 6:00pm. Please allow ample time for picking up your child (ren). Parents/Guardians who know 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.

**Fees and Billing-** The center has established our rates on a non-discriminatory basis. All families will be required to pay the same fees. Co-payment is required by all families receiving tuition assistance. Rates may be changed by the board at their discretion.

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

A two week written notice is required to change the times 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 due to illness or personal reasons. All children receive one week (5 consecutive days) of vacation 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 out longer than one week for any reason parents/guardians are responsible for contacting the Executive Director to notify the center of a return date. All fees remain the same until an agreement has been reached between the family and the Executive Director.

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

Tuition is due on the 1<sup>st</sup> of each month. If tuition has not been paid within 10 days of the due date you will be charged a \$10.00 late fee along with your original balance owed. If tuition has 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, for a total of \$25.00 in late fees. If tuition payment has not been received by the 30<sup>th</sup> day of the month this may result in the immediate termination from the center, and we will pursue the outstanding fees in small claims court to retain unpaid tuition and any additional fees accrued.

**Closed Days-** Animal Crackers, Inc. is closed for the following holidays and advocacy days; New Year's Day, May 1<sup>st</sup> (Worthy Wage Day), Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day and Christmas Day.

Animal Crackers, Inc. 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 their children up early and the center reserves the right to close early if necessary.

I have read the Registration agreement and I understand and agree with the terms and conditions stated. I give permission for my child to participate in the Animal Crackers, Inc. Childcare and Preschool program and I agree to pay all related fees.

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Signature of Parent/Guardian