

Best Kids Montessori Academy

ADMISSION AGREEMENT

- 1. REGISTRATION:** Registration can be completed only by submitting all signed registration forms and the registration fee. Spaces are reserved in the Center only with payment of this non-refundable fee.
- 2. TUITION:** Child Care fees are based upon the age group in which the child is enrolled and upon his/her childcare schedule. Parents are required to pay for the full plan for which they have registered, even if the child is absent from the Center. Monthly or 4-week payment cannot be reduced for the absence within the payment period. You will be relieved from the next payment if the child is absent for two or more weeks. The slot will be held for one month.
- 3. TUITION DUE DATE:** It will be shown on the monthly or 4-week payment notice. Parents should make payment by or on the tuition due date to avoid the late payment penalty. We will accept checks or cash. (Credit card service is not available)
- 4. LATE PAYMENT PENALTY:** If payment is not made on the due date a late fee of \$30 will be added to your account. Best Kids Academy reserves the right to discontinue services to any family that is in arrears or that has repeated occasions of paying late. When payment becomes two full calendar weeks behind, the child may not return to the Center until payment has been made. The slot will be held for only one week. If I fail to make payments on this balance in a timely manner, I understand that a “hold” will be placed on my Best Kids Academy records.
- 5. RETURNED CHECK CHARGE:** There will be a \$30 charge for any check returned for insufficient funds. After more than one check is returned for any family, cash, money order, or certified check only will be accepted from the family.
- 6. LATE PICK-UP:** Pick up time and closing time are strictly observed. A \$10 late charge will be added for every 15 minutes (or any part thereof) that the parent picks up the child after the Center closes.
- 7. WITHDRAWAL FROM THE CENTER:** Parents may withdraw their children from the Center or reduce their scheduled by giving two weeks-advanced noticed in writing. Parents must pay for these two weeks in full whether or not their child attends. Parents who paid full semester tuition will get refund for the rest part of tuition.
- 8. OPERATING SCHEDULE:** Best Kids Academy is open from 7:00 a.m. to 7:00 p.m.
- 9. SICKNESS:** By state regulation, children may not come to the Center if they are sick. Children who become ill while at the Center will be placed in isolation briefly while the parent is contacted to have the child picked up as soon as possible. Parents must call the office by 8:00 a.m. if their child is going to be absent.
- 10. PHYSICAL:** Prior to attending the Center all preschool age children are required by Texas Child Care Licensing to have a physical report signed by a physician on file in the Center. Parents are required to have medical forms for their children updated yearly and as new immunizations are given.
- 11. MEDICATION:** The administrative staff may give medication only when the medication is in the original labeled container, the Center is provided with a set of written instructions, signed by physician; and the parent has logged in and signed medication instructions. This policy also applies to all over the counter medications.

- 12. NAP:** Children under age five are required to have a rest period daily if they attend the Center full days. The Center will provide a clean cot for every child. Parents must provide a small blanket and pillow. All bedding must be marked with child's first name and last initial. Bedding is sent home each Friday for washing and should be returned on Monday morning.
- 13. CLOTHING:** Parents are required to provide at least two complete changes of clothes to be kept in their backpack in case of accidents. These clothes must be labeled and need to be changed as the child grow and as seasons change. All children must have warm outdoor clothing in winter, as they will be going outside most days. Sunscreen must be provided in warm weather.
- 14. MEAL:** Meals and snacks are planned to be nutritional and well balanced and are included in tuition. Monthly menus will be posted and available for pick-up in the administrative office. Should parents decide to send alternative meals for their children, Best Kids Academy is released is not responsible for the nutritional content. We will change the menu content for the vegetarian or any restricted food for the child upon the parent requires. After school students must pay lunch fee or bring their own lunch which doesn't need to be warmed up for full day care. Best Kids Academy is not responsible to warm up the food for the students who bring their own lunch.
- 15. AFTER SCHOOL PICK-UP:** After school care children will be picked up from their own schools by Best Kids Academy bus. Children must obey the driver's instruction all the time.
Parent must call us by 2:00 p.m. if your child is not riding Best Kids Academy bus.
- 16. ARRIVAL AND PICK-UP:** Parents are required to walk their children into their classroom and sign them in. Best Kids Academy office staff will sign after school children in every day. At the end of the day, the children must be signed out and will be released ONLY to the parents or the persons who are authorized by the parents.

----- detach below & return to school -----

Child's Name: _____

I, _____, have read the above agreement, understand it, and agree to comply with the rules and polices stated. I am aware that I am responsible for reading and abiding by policies and procedures stated in the Family Handbook. I understand that failure to comply may result in the termination of services to my family.

My tuition rate is \$ _____ per month 4-week and will be paid on the specified due date.

Parent/Legal Guardian Signature

Date