



# PARENT AGREEMENT

- **Infants will only be given food sent in by parents/caregivers.** Bottles, well balanced meals, and snacks as appropriate must be provided by the family. **No peanut products are allowed in the Infant Room.**
- All bedding, extra clothing, formula/milk in bottles, diapers, wipes and ointments must be supplied by the family. All items must be labeled with the child's name.
- The annual registration fee of \$125 and 1/2 of the first month's tuition accompanies this application and reserves a spot for my child. This covers insurance and administrative fees for 12 months and partial tuition. The registration fee is non-refundable.
- I agree to pay the remaining half of the first month's tuition prior to my child's first day of attendance at Little Pals. I understand that I will forfeit my child's placement at Little Pals if I do not pay by the starting date.
- I agree to submit all forms, including an up-to-date physical, immunization forms, waiver, emergency information sheet, and copies of both parents/guardians driver's licenses prior to my child's first day of attendance at Little Pals.
- I understand that there are no discounts, credits, make ups, or refunds for lost class time due to holidays, mandated closures, illness, vacations, weather related closures, and other unforeseen circumstances.

## FINANCIAL INFORMATION & AGREEMENT

- *I understand that the monthly tuition reflects the total program tuition divided over a payment period of twelve months and therefore, is not pro-rated due to holidays, mandated closures, weather related closures, illness, vacations or cancellations. I understand that there are no discounts, credits, make ups, or refunds for these or any other unforeseen circumstances.*
  - I agree to pay the registration fee (\$125) and one half of the first month's tuition to secure a spot . The balance of the tuition and all forms are due prior to starting the program. Tuition is then due by the first of each month. I understand that a late fee of \$25 will be charged after the 7<sup>th</sup> of the month. Daycare (before and after school), if not full time extended, must be paid in full by the end of the week when it is billed (at the rate of \$15.00 per hour)
  - Tuition can be paid by check or cash. **We do not accept debit or credit cards.**
  - I understand that the fee for **returned checks is \$30.00** and that if a second check is returned, all future payments will be made by cash or money order.
  - **Holidays and Breaks:** I understand Little Pals Preschool and Daycare will be closed on major holidays, and Christmas and Easter breaks. Additionally, Little Pals is closed for a week at the end of June and last 2 weeks of August . Our annual calendar is published in June.  
The following applies to the Infant Room only for the following breaks:
    - *Christmas and Spring break (see annual calendar for dates):* Child care may be available for infants if there is sufficient interest. Sign-up for day care during Christmas & Easter break is required in advance.
- NOTE:** Parents paying full time extended tuition for 12 months will receive daycare during Christmas Break, Spring Break and the last week in June and one of the two weeks in August at no additional cost. Those paying for full time extended for 10 months will receive daycare during the last week in June at no additional cost.
- I understand Little Pals closes at 6:00 pm. Late arrivers will be charged at the rate of \$15.00 per 15 minutes.
  - I understand that should I withdraw my child from Little Pals Preschool and Day Care that I must submit written notice one month in advance. Mid-month withdrawals will not be honored, **and there will be no refund of tuition/ fees.**

**By signing below I am enrolling my child \_\_\_\_\_ in Little Pals Preschool school year and agree to the above terms. This signed agreement, accompanied by the registration fee holds a place for my child. The first month's tuition, student information forms, medical forms and copies of the parents' driver's licenses must be submitted prior to the start daycare.**

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE

Student Information Forms

Immunization record

Medical form

Copies of Parents' Driver's Licenses