

Art Beast Child Development Center Admission Agreement/Contract

Art Beast Child Development Center's (ABCDC) admission policy is non-discriminatory and open to all children who are infant through school age. ABCDC offers care from 6:00 am-6:00 pm, Monday through Friday year round, except for closure during certain school holidays, staff development and reorganizing/cleaning days.

Nutritious breakfast and lunch meals will be provided daily along with morning and afternoon snacks.

Child's Name _____ Date of Birth _____

Start Date _____ Full Time _____ Part Time _____

Schedule: Monday Tuesday Wednesday Thursday Friday

AM _____

PM _____

Full Time Tuition \$ _____ Part Time \$ _____ Enrollment Fee \$175.00

Payment for services shall be as specified in the Tuition section on our website. An annual (non-refundable) \$175.00 registration/supply fee is required upon enrollment. Tuition is to be paid **in advance by the 1st of each month**. Tuition is considered delinquent by the 5th of the month and a \$25.00 late fee will be added to your tuition bill. Please make check payable to Art Beast Child Development Center. If additional days (drop-in days) are reflected, the owed amount will reflect on your invoice.

Obligations of Parents or Guardians

_____ I will/have read the Art Beast Child Development Center handbook and abide by the policies.

_____ I will/have sign and return all forms prior to attending school and I will inform the school in writing at once of any changes in the information contained in the forms completed prior to school.

_____ I understand that if I choose to help transport children, I am required to have liability auto insurance and that children need to wear seat belts at all times.

Obligations of Art Beast Child Development Center

Children at ABCDC shall be involved in a program of play and learning experiences which are appropriate for their age and stage of development. A balance of active and quiet play is provided for, with individual and group activities which are geared toward the emotional, social, physical, aesthetic and individual growth of young children.

- The school shall give appropriate first aid to a hurt child- and summoning parents, and or emergency personnel when necessary.
- ABCDC shall notify parents of any suspected exposure to a communicable disease.
- ABCDC shall comply with all regulations as set by the licensing authority.

Termination of the Admission Agreement

This agreement shall be terminated if any of the following occur:

1. By parental request. It is required that you notify the director one month in advance prior to your child's last day of attendance. As long as this condition is fulfilled, your prepaid tuition will be credited in the form of a refund.
2. If your account is delinquent. Please contact us if you foresee a problem.
3. Failure of parents or guardians to honor the obligations listed in this agreement or in any policies set forth by the school.
4. ABCDC determines that we are unable to meet the needs of the child.
5. ABCDC determines that it is not in the best interest of the school or other children enrolled at school to have the child in attendance.

Optional Services and Extra-Time/Drop-In Policy

We provide extra hour care or additional drop in hours, for part time students, if space permits. You must check with teachers to arrange this service. Please check with the director regarding “extra time” and fees. Your monthly bill will reflect any additional hours or drop in days from the previous month.

Modifications to Services

Art Beast CDC will provide any change in services or fees in writing at least 30 days before such modifications are made.

Sign In and Sign Out Procedures

Parent or legal guardian must sign your child in each day upon arriving to school and sign out each day upon picking child up. Parent or legal guardian or designated caregiver must sign in using adult's full first and last name.

Holiday and Closures

Art Beast Child Development Center will have a calendar to post closures for the year. Please refer to website and/or calendar.

Refund Policy

It is required that you notify the director at least 30 days in advance prior to your child's last day of attendance. As long as this condition is fulfilled, any prepaid tuition will be credited.

Health and Wellness

All children must be in good health while attending Art Beast Child Development Center. If a child appears ill, and cannot participate in daily activities, we will ask that the child be picked up immediately (**refer to illness policy in our family handbook**). All children must be current on immunizations and have all current health records and Physicians reports in each child's file upon enrollment. It is the parent's responsibility to provide us with updated health and shot records as your child grows.

Right of Licensing

Community Care Licensing (CCL) has the right and duty to inspect all child care facilities. We welcome them to visit at any time. At the time of their visit, they have the right to assess for center compliance, violations, health and safety standards, and respond to complaints made either orally, or in writing. They have the right to inspect files at all times. They also have the right to speak to children enrolled at Art Beast Child Development Center.

Preschool Supply List

We thank you in advance for bringing supplies. Please label all items with child's first and last name in sharpie. We ask kindly that you not bring items with media or Disney characters on them. Please see media section of parent handbook for more on our philosophy on this topic. Please keep this in mind when choosing a lunch box or diaper bag as well.

1. A crib sheet for your child's rest mat.
2. Small, lightweight blanket for rest time (this can stay at school)
3. Two change of clothes including (shirt, pants, socks and underwear) please label bag and clothing with child's first and last name in a large Ziplock bag. This change of clothes will be stored in your child's cubby.
4. Two large boxes of Kleenex
5. Diapers and wipes for your child (if in the process of toilet learning) no pull ups please.
6. Slippers with non-slip bottoms (these can be soft soles) these will stay at the school.
7. A 4x6 family photo rain boots, and raincoat for winter outdoor play (this can be brought in when rainy weather arrives).

Infant Supply List

1. Disposable diapers
2. Disposable wipes
3. Two change of clothes (onesies, socks). Please label bag and clothing with child's first and last name in a large Ziplock bag. This change of clothes will be stored in your child's cubby.
4. Pacifiers in Ziplock bag with child's name
5. Bottles with child's name
6. Breast milk or formula
7. Crib size sheet and blanket for rest time
8. 'Sippy' cup for water
9. Two large boxes of Kleenex
10. A 4x6 family photo

I/We agree to the conditions of this admission agreement and will comply with all terms and conditions. I/We have received and will read the ABCDC Family Handbook, "Personal Rights", and "Parent Rights".

Parent/ Guardian

Date

Director

Date