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## Registration and Enrollment Agreement

Enrollment Date: \_\_\_\_\_

Schedule: \_\_\_\_\_

### Child's Information

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Nickname: \_\_\_\_\_ ( ) Male ( ) Female

Please list any existing medical conditions, medications and/or special attention your child may require: \_\_\_\_\_

Allergies: \_\_\_\_\_

Special Food Requirements/Restrictions: \_\_\_\_\_

### Parent/Guardian Information

Mother/Guardian First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employed By: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Marital Status: ( ) Married ( ) Single ( ) Divorced ( ) Separated ( ) Widowed ( ) Other \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

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

Father/Guardian First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employed By: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Marital Status: ( ) Married ( ) Single ( ) Divorced ( ) Separated ( ) Widowed ( ) Other \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

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

Please note any custody/visitation restrictions and provide legal documentation of restrictions. If this changes in the future, you must provide us with the current information and legal documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Enrollment Agreement

By signing the agreement and enrolling my child(ren) at Little Bear's Child Care, Inc., I am acknowledging my understanding and acceptance of the following:

1. Little Bear's Child Care, INC. is open from 6:30 am to 6:30 pm (infant rooms are open 6:30am to 6:00 pm), Monday through Friday. We will be closed in recognition of various holidays and professional development days including New Year's Eve (closing at 3:30pm), New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving, the day after Thanksgiving, Christmas Eve (closing at 3:30 pm), and Christmas Day. There is no reduction in tuition as a result of holiday closings.
2. A late pick up fee will be assessed when a child(ren) are left beyond the centers operation hours. For every 5 minutes a fee of \$15.00 will be assessed. The fee will be payable at the time of pick up.
3. If your child(ren) are not picked up and you have not contacted the center and the center cannot contact you, center staff will thirty minutes after closing time, in accordance with state licensing regulations, will release children to the custody of child protective services or other local authorities.
4. Little Bear's Child Care, Inc. will be open whenever possible on a regularly scheduled day, during normal hours. The procedure for notifying families, should severe weather or other condition prevent the center from opening on time or at all, will be to put a message on the center's answering machine and post it on our Facebook page.
5. Little Bear's Child Care, Inc. staff will release your child(ren) only to you or to those persons you have listed as emergency contacts. Your child(ren) will not be released without prior written authorization from you. The center staff will ask any person, other than yourself, who picks up your child(ren) to provide proper photo identification.
6. To ensure the safety of our center please do not share your door access code with anyone. Please instruct emergency contact persons to ring the bell and we will meet them at the door and identify them.

I have read, understand and accept all terms and conditions described in the above Enrollment Agreement.

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

## Tuition Agreement

By signing the agreement and enrolling my child(ren) at Little Bear's Child Care, Inc., I am acknowledging my understanding and acceptance of the following:

1. Tuition is due Monday morning, for the week of attendance. Accounts in arrears on Wednesday at end of business will be assessed a \$25.00 late fee and each day thereafter. Accounts more than a week in arrears will have care terminated.
2. Tuition is paid according to the tuition schedule and is not pro-rated for illness, holidays or emergency closure of the center.
3. We accept personal checks, credit cards, money orders, reoccurring auto drafts, and electronic fund transfers for tuition payments. Cash payments are discouraged.
4. A non-sufficient funds (NSF) fee of \$34.00 will be charged to your account for any returned checks. We will only accept payment in the form of money order or credit card for your account following the second NSF charge.
5. An annual activity fee of \$100.00 (\$150.00 for family with 2 or more children) is due at the time of enrollment and each August after. Initial activity fee will be prorated based upon date of enrollment.
6. CCCAP parent fee payments must be made on or before the first day of the month in which they are due. Children will not be accepted on the morning of the first day of the month without full payment. Families are also responsible for payment of all absences exceeding nine per year, regardless of illness or emergency closure of the center. Furthermore any days that are not swiped or caught up within the 9 days allowed by CCCAP will be charged to the family and need to be paid by 5 business days of being charged.
7. A tuition reduction will be applied for pre-scheduled vacation time when the following conditions are met:
  - a. 50% discount of tuition will be applied for a 1 week period after the child has been enrolled a minimum of 6 months.
  - b. 50% discount of tuition will be applied for a 2<sup>nd</sup> week period after the child has been enrolled a minimum of 12 months.

Tuition discounts will only be applied in week blocks. Vacation time cannot be carried from one year to the next and must be used within the one year time period from the date of eligibility.

8. A two week written notice is required prior to the last day of attendance. If proper notice is not given, you agree to pay any fees or tuition that may be due for the final two weeks regardless of attendance.

I have read, understand and accept all terms and conditions described in the above Tuition Agreement.

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