

**Kids Stuff Center**  
**2019-2020 Admission Agreement and Policy Contract**

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

Date of Agreement \_\_\_\_\_

If any of the provisions of this contract are violated at any time, KIDS STUFF CENTER reserves the right to immediately terminate this contract.

**REGISTRATION**

- A registration fee will be charged every time the child is enrolled or re-enrolled into the school year program as well as the Summer Camp Program.
- A \$100.00, non-refundable, Annual Registration Fee (**per family**) is required at the time of registration. No exceptions.
- Admission packet must be **completely** filled at the time of registration. This includes the Parent Admission Agreement Form, Parent Grievance Form, Licensing Forms (if needed) and any other pertinent forms for admission.

**PARENT INITIALS:** \_\_\_\_\_

**TUITION DEPOSIT**

- Your child's 1<sup>st</sup> tuition payment is due upon registration as a non-refundable security tuition deposit. ½ of the 1<sup>st</sup> tuition payment is due at the time of registration. The balance is due by May 17, 2019. This is a tuition deposit to reserve your child's spot in the program. Space is provided on a first come first serve basis and is **NOT** reserved until the **FULL** deposit (**1<sup>st</sup> full tuition payment**) is paid. Availability is not guaranteed.
- Registration done after May 17, 2019, requires a full security deposit at the time of registration.
- Full deposits are non refundable after July 23, 2019. No exceptions (i.e. change of school location, child care plans, etc.)
- Half of your tuition deposit will be credited to your child's last tuition payment only if a 30 day written notice is given for your child's withdrawal from the program. All written notices must be sent to [kidsstuffcenter@gmail.com](mailto:kidsstuffcenter@gmail.com).

**PARENT INITIALS:** \_\_\_\_\_

**TUITION – SCHOOL YEAR**

- The undersigned parent/guardian(s) are responsible for all tuition payments.
- Tuition is based on **10 equal** monthly payments (Yearly tuition divided by 10 months). First payment being the security deposit.
- Tuition is due the 1<sup>st</sup> of the month and is late after 6:00 pm on the 5<sup>th</sup> of the month. If the 1<sup>st</sup> falls on a weekend, tuition is due the next business day. If the 1<sup>st</sup> of the month falls during a camp or intersession day, tuition is due the Friday before the camp, and will be considered late after 6:00 pm on the first day school resumes.
- TUITION LATE FEE IS \$35.00
- If tuition is two weeks late, services will be suspended until balance is paid in full. If tuition is 30 days late, services will be terminated.
- If tuition payments are not current, the above child will not be permitted to attend the program.
- Tuition payments may be made via credit card, check or cash. A \$10.00 discount will be applied to payments made by check or cash.
- Non-School Days require an extra fee to cover the time your child is normally in school. Your child must be signed up, when forms are provided, for Non-School Days to attend.
- The undersigned parent/guardian received Kids Stuff Center's days off schedule and understands the days Kids Stuff is closed for holidays during the school year.
- Kids Stuff's calendar may be subject to change depending on IUSD's final calendar.

**PARENT INITIALS:** \_\_\_\_\_

**ADMISSION POLICIES**

- The Center's licensing agency shall have the authority to interview clients, including children or staff and to inspect and audit client or facility records without prior consent. The licensee is required to make provisions for private interviews with any client, including children, or any staff member, and for the examination of all records relating to the operation of the facility.
- Information about the above child will be kept strictly confidential among program personnel. Parents and guardians could make an appointment with the Site Director to discuss their child's progress at any time.
- The Parent Handbook is available on the Kids Stuff Website. ([www.kidsstuffcenter.com](http://www.kidsstuffcenter.com)) I have read all of the Policies and Procedures of the Center as stated in the Parent Handbook, the tuition schedule and this form and agree to them. I understand that failure to follow any center policies will lead to the termination of childcare services.
- The Adult Rules of conduct as stated in the Parent Handbook must be followed by all parents and guardians.

**PARENT INITIALS:** \_\_\_\_\_

**TERMINATION / ABSENCE / PRORATION**

- The parent/s or KIDS STUFF CENTER may cancel this contract by giving 30 days written notice to the other party. Without such written notice from parent/s, any remaining tuition and all deposits will be forfeited to KIDS STUFF CENTER.
- Tuition credit will not be given for illness, vacation days or other days your child does not attend Kids Stuff Center during each month.
- The Director must be given at 30 days’ notice for withdrawals. A change of schedule form is required.
- The Director must be given at least 2 weeks’ notice if the parent/s plans on changing the days per week that the above child attends. Change of days is not guaranteed and is permitted if space allows and is available.
- An increase in the number of days per week will be granted only if available.

**PARENT INITIALS:** \_\_\_\_\_

**AUTHORIZED PICK UP AND DROP OFF/CUSTODY AGREEMENTS & COURT ORDERS**

- For the best interest of the child, all legal documents regarding custody, court orders, or visitation rights and supporting documentation **MUST** be on file at time of enrollment. If necessary, they need to include Kids Stuff Center within the court orders if there are restrictions or specifics applicable to any proceedings at Kids Stuff Center.
- Directors **MUST** be notified in writing and in advance when alternate pick-up arrangements need to be made. If your child will not be attending for any reason on any given day, a Director must also be notified via email or phone call.
- In accordance with **State Law**, I agree to sign my child in and out each day with my full and legal signature and indicate the time.
- Kids Stuff Center is licensed until 6:00pm and closes at 6:00pm. A late fee of \$3.00 will be charged to your account for each minute of care after 6:00pm. Three late pick-ups within the school year can result in termination.

**PARENT INITIALS:** \_\_\_\_\_

**HEALTH AND SAFETY**

- As required by law, my child will have a health check each day. In the event that my child must be excluded from Kids Stuff Center because of health reasons for that day, I agree to abide by the center’s decision and take responsibility for my child’s care. If my child becomes ill while at school, I understand that Kids Stuff Center is not responsible for my child’s care. My child may not return to Kids Stuff Center until fever free for 24 hours if he/she has a fever of 100 degrees or higher **WITHOUT** the use of a fever reducer/pain medication.
- I will immediately notify the Site Director if my child contracts a communicable disease. A physician’s note will be required for my child to return to Kids Stuff Center.
- As required by law, a Parent Consent to Administer Medication form will be required if my child must take medication when attending the Kids Stuff Center. This includes prescription and over the counter medications.
- Kids Stuff Center will accept children with special needs. However, if meeting the needs of my child creates financial, safety and/ or additional hardship on the program, it may be necessary to remove my child from the program or for the undersigned parent(s) or guardian to provide a one-on-one aide.
- I will keep Kids Stuff Center informed of any changes that may affect my child’s behavior. I will also keep the center informed of any changes, such as new phone numbers, address or other circumstances.
- If the child’s behavior threatens the immediate safety of other children, staff or himself/herself, parents will be notified and expected to pick the child immediately (within one hour of notification). If the child is suspended from the elementary school, he/she will also be immediately suspended from the Kids Stuff program for the same period of time. Parents will be required to pick up my child from the elementary school.
- As required by law, Child Care Professionals are mandated to report suspected child abuse.

**PARENT INITIALS:** \_\_\_\_\_

**PERMISSION FOR OFF CAMPUS ACTIVITIES**

- *I agree to give permission for my child at Kids Stuff to participate in activities at Park Paseo sand court & green belt, directly adjacent to Santiago Hills Elementary school. I also give permission for Brywood Park and fields, directly adjacent to Brywood Elementary school. **These areas are considered off campus locations and permission is needed to participate.***

**PARENT INITIALS:** \_\_\_\_\_

**I have received, read and agree to all policies conditions and financial obligations as outlined in the Admission Agreement and Policy Contract.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Director’s Signature

\_\_\_\_\_  
Date