

# Angel's Nest Child Development Center Enrollment Agreement

1. Please circle the type of program and days of the week your child will attend:

Full Days          Half Days                          M          T          W          TH          F

2. A non-refundable registration fee of \$50 is due at the time of enrollment. A re-registration fee is due annually each September, and is subject to change. If your child has been withdrawn from the program and subsequently re-enrolled, a new registration fee is due at that time.

3. For the half day program, a late pick up fee of \$10/every 15 minutes will be applied to families arriving after 12pm. For the full day program, a late pick up fee of \$1/minute will be applied to families arriving after 6pm. These fees also apply to families using the Drop In Program.

4. A written withdrawal notice must be submitted to the center **30 days** prior to removing your child from the program. You are required to pay tuition fees for the entire 30 days, even if your child does not attend. When changing days of the week and/or the full/part time hours of your child's program, there is a mandatory **30 day** notice. Please submit the desired changes in writing to the office. Changes will be made based on availability.

5. All accounts must be paid in full by the 5<sup>th</sup> of each month or a \$30 late fee will be assessed. If accounts are not paid by the 15<sup>th</sup> of the month, children will be excluded from the program. They may return when accounts are cleared and if space allows. Once an account goes past 45 days late, it will be sent to collections. Returned checks will be charged a fee of \$50.

6. Please notify the center when your child will be absent. Credits are not given for absences or days the school is closed. Tuition remains the same whether or not the child attends. You may not substitute days to compensate for an absence.

7. Your child may have the opportunity to participate in an enrichment program or field trip. This may result in an additional fee due before the day of the event. Notices will be posted in advance. A signed permission slip will be required in order for your child to participate.

8. It is the responsibility of the parent/guardian to work in cooperation with faculty to achieve the educational goals described in the parent handbook. Should there be any questions regarding the goals or methods, it is the parent/guardian's responsibility to contact faculty.

9. As specified in Section 101200 of the "Policies and Procedures" of the Community Care Licensing Division of the Department of Social Services:

*(b) The Department...has the authority to interview children or staff, and to inspect and audit child or child care center records without prior consent.*

*(1) The licensee shall make provisions for private interviews with any child(ren), staff member, and for the examination of all records relating to the operation of the child care center.*

*(c) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.*

**I acknowledge that I have received a copy of the Angel's Nest Child Development Center Handbook, which is intended to supplement this Agreement. I understand it is my responsibility to contact Angel's Nest CDC with any questions I have about the information contained in the Handbook or any document relating to enrollment policies and procedures.**

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

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_