

TEDDY BEARS CHILDREN'S CENTER, INC.

ENROLLMENT CONTRACT

TERMS: The undersigned parent/guardian understands and agrees that...

A REGISTRATION FEE of \$150.00 is payable upon enrollment. **This fee is non-refundable.**

1. Monthly tuition, refer to attached tuition schedule, is due and payable beginning the first day of attendance and ending on the first day of the last month of attendance. Tuition is due on the first business day of each month. There will be a **\$25.00 late fee on tuition paid after the third day of the month. Tuition paid after the 10th day of the month will be charged a \$40.00 late fee. All returned checks will be assessed a \$35.00 charge plus the bank fee.**

2. The overhead expenses of TEDDY BEARS CHILDREN'S CENTER, INC. remains constant throughout the year. ***No adjustments in fees or tuition will be made for absences or illness, vacation, etc.*** All children regardless of whether or not they receive a subsidy are charged at the same rate. Refunds are NOT made for early withdrawal without a ***one-month written notice***. There are no refunds of the REGISTRATION FEES.

3. There will be a LATE CHARGE of **\$1.00 per minute** for any child picked up beyond his/her scheduled attendance program.

4. There is a \$10.00 per hour charge for PRIOR APPROVED extra time for a child during the school day.

5. After one full year of Attendance, a one week vacation without tuition will be allowed ONLY DURING THE SCHOOL YEAR FORM OCTOBER THROUGH MAY. No tuition wavered vacations during June, July, August, or September.

6. Your child's enrollment plan:

a. Days and hours: _____

b. Fees:

1) Registration\$150.00

2) First Month's Tuition.....\$ _____

Total Due\$ _____

" I fully accept the terms and conditions set forth above."

Signature _____ Date _____
(Parent / Guardian)

TEDDY BEARS CHILDREN'S CENTER, INC.

7. Teddy Bears Children's Center reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian.

8. Each child is accepted into the Center's program ***on a probationary basis for the first (10) days of his/her attendance***. During this time, the child's enrollment can be terminated without prior notice and any unused pre-paid tuition (fees are non-refundable) will be refunded within 48 hours of parent's check clearance by the bank. Thereafter, the Center will give at least one-week prior notice of dismissal and will refund any unused pre-paid portion of tuition within 48 hours of parent's check clearance by the bank.

TERMINATION CONDITIONS:

- a) Parent/Guardian has not cooperated with the Center regarding completion of all enrollment documents.
 - b) Parent/Guardian has not paid the agreed upon fees or tuition or has not complied with the following policy: "The tuition is to be paid at the beginning of the month but no later than the third business day of the month. Any special arrangements made with the Office Manager regarding tuition must be adhered to. Those parents/guardians who do not keep their tuition obligations up to date will be terminated with no option for the re-enrollment of their child."
 - c) Parent/Guardian has not cooperated with the Center regarding the child's discipline needs.
9. The parent is informed that the State of California Licensing Agency (Community Care Licensing) has the following authority.
- a. To interview children and staff and to inspect and audit child or facility without prior consent.
 - b. To observe the physical condition of the children including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional examine the child.
 - c. The parent has the right to contact Child Care Licensing for any reason.

10. If a parent wishes to remove his/her child for any reason except a short vacation the parent ***must give at least a one month written notice***. If no written notice is given to the Administration, or less than a one month notice is given the parent/guardian is subject to paying the agreed upon ***tuition for the entire month***.

11. The parent/guardian agrees that he/she has received and read a copy of this Admissions Agreement (Signature below) and agrees to all of the Center's operating policies and procedures as described therein.

TEDDY BEARS CHILDREN'S CENTER, INC.

12. THE CENTER MAY ADD ANY OTHER TERMS TO THIS AGREEMENT THE ADMINISTRATION DEEMS NECESSARY, AS LONG AS THEY ARE NOT CONTRARY TO STATE OF CALIFORNIA LICENSING REGULATION, STATE LAW OR PUBLIC POLICY. In all instances, all parents will be informed in writing at least 30 days prior to any changes or additions.

PARTIES TO THIS AGREEMENT (Enrollment Contract):

_____ Date _____
Director of Teddy Bears Children's Center, Inc.

_____ Date _____
Parent/Guardian

Distribution: original to the center; copy to the parent/guardian

TEDDY BEARS CHILDREN'S CENTER, INC.

OUR TODDLER OPTION PROGRAM

We offer a special program named the TODDLER OPTION PROGRAM. This is available for children eighteen (18) months to thirty (30) months of age. When the Toddler reaches 24 months of age, the parent has the option of either removing the child to the Two (2) year program or extending the stay of the child anywhere up to 36 months of age in the Toddler Program. The Director will be responsible to discuss any extension with the parent who will need to provide consent.

Our Teacher/Child ratio in the Toddler Program is one staff for every five (5) toddlers and a maximum of ten toddlers in the Toddler Room.

These figures are based upon the requirements of the Community Care Licensing Agency.

Parties To This Agreement (Toddler Program):

Director of Teddy Bears Children's Center, Inc.

Date

Parent/Guardian

Date

Distribution: Original to the Center, copy to the parent/guardian

**WELCOME TO THE TEDDY BEARS
FAMILY!!**