

Admission Agreement

Basic Services Offered

Care and supervision of preschool age children and after school program for ages up to first grade entry.

Payment provisions

2010-2011 Tuition

Morning program

Days	Hours	Monthly tuition
T,Th	8:30am-1:00pm	\$450
M,W,F	8:30am-1:00pm	\$600
M,T,W,Th,F	8:30am-1:00pm	\$900

Morning program with extended care option

Days	Hours	Monthly tuition
T,Th	8:30am-4:00pm	\$600
M,W,F	8:30am-4:00pm	\$810
M,T,W,Th,F	8:30am-4:00pm	\$1250
T,Th	8:30am-5:30pm	\$670
M,W,F	8:30am-5:30pm	\$900
M,T,W,Th,F	8:30am-5:30pm	\$1400



Special program enrichment activities and meals are included in the tuition fees to make our fee structure all inclusive (except late penalty and special event fees). The annual tuition is billed in twelve (12) equal monthly amounts, with a payment due every month.

Deposit

An amount equal to your monthly payment will need to be paid together with your first month's payment. This deposit is refundable if withdrawal notice is given 2 months in advance. If the withdrawal notice is given less than 2 calendar months in advance the deposit amount is forfeited.

Your payment

Your monthly payment will be \$_____

Your payment is due every month on or before the 1st of the month. If paid after the 5th of the month, please add \$35 late charge. No exceptions will be made. **The tuition is not prorated or waved for time missed due to illness, family vacation or for school holidays and vacations.**

We will send emails at least three days prior to all scheduled event, holidays and vacations and post a note on the bulletin board and/or sign in book. However; **parents are responsible for checking the school calendar** regarding school holidays and vacations. The calendar is updated in August for the following school year and can be found on our website at http://www.urbansprouts.com/preschool_calendar.html.

Late pickup

Parents will be charged a fee of \$1.00 for every minute elapsed between their scheduled pick-up time and their arrival.

Returned Checks

There will be a return check charge of \$25 if any check is returned by the bank.

Refunds

No refunds will be given.

Modifications

The person entering into this agreement will be given at least 30 days notice of a rate change.

Withdrawal Policy

If it becomes necessary for you to withdraw your child from the program, a two (2) month written notice must be given to the school's administrator. If a two month notice is not given to the administrator prior to your child's termination of services, you will be responsible for the full fees for those 2 months.

Rights of Licensing Agency and Reporting by the provider

The Department or Licensing agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member, and for examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

All child care providers are mandated to report any child abuse or neglect to the appropriate agencies.

Reasons for termination

In teacher's judgment:

- A child that presents a danger to himself/herself or others
- The tuition account becomes delinquent.
- Failure of parents/guardians to honor the obligations listed in the Handbook or any rules, regulations, or manuals provided by the Preschool.
- The child's special needs are beyond the Preschool's scope of care.

Parent / Guardian Signature

Date

Facility Representative

Date