



ENROLLMENT AGREEMENT

TO THE PARENT(S) OR LEGAL GUARDIAN(S):

Please read the Tots N Us Children's Academy's Enrollment Agreement carefully. If you do not understand any part of this Agreement, please feel free to contact the Center's Director, with any questions or concerns you might have.

By signing this Enrollment Agreement, I _____ agree to enroll my child,
(Parent(s) or Guardian(s))
_____, at Tots N Us Children's Academy and the center agrees to accept
(Child's Name)
your child's enrollment, under the following terms and conditions.

1. Program and Hours of Care: Beginning on _____, the Center will provide care for your child at the center located at 3711 Jermantown Rd, Fairfax VA, 22030 on the following schedule:

___ Full time: Weekdays from _____ a.m. until _____ p.m. (Ten-hour FT daily limit)

___ Part time: Weekdays from _____ a.m. until _____ p.m. (Check with your center to see if available)

Program Requested: Full Time* Part Time*

Days to Attend: Monday Thru Friday Mon Tue Wed Thu Fri

***Please refer to your center to see which of these programs apply for your child.**

Initials _____ **2. Payment:**

a. **Registration Fee:** A non-refundable annual registration fee of \$75:00 is due and payable on the date your child's Enrollment Agreement is returned. Payment of this fee will place your child on the waiting list if no space is available at the time you apply. Each subsequent year, there is a re-enrollment registration fee of \$100.00 per child or \$150.00 per family, payable upon _____ for the upcoming school year.

b. **Deposit:** Upon enrollment, a deposit equal to one week's tuition will be required. Upon your child's departure from the Center, if all fees are paid, this deposit will be applied to the last week's tuition. ***Please check with your center to see if this is applicable to your center \$ _____ Deposit Amount.**

c. **Tuition:** Tuition for your child will be \$ _____ per _____. **Weekly** Tuition is payable in advance and is due no later than 6:00 PM on Monday each week for the following week's daycare services. Any other fee (i.e. late pick-up fees, returned check fees, extra days) will be posted to your account on the date of occurrence and are also due with your next scheduled tuition payment. Any payment received is automatically applied to the oldest charges posted to your account and late payment fees will be applied accordingly. Therefore, if a tuition payment is missed, the account must be brought up to date by the next fee period or both fees will be considered late. The center will not be responsible for any payments lost, stolen, or mislaid before delivery to the Center Director. Before and After school





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monthly or weekly tuition includes no school days except (inclement weather following FCPS or WTOP weather channel, spring breaks, winter breaks and main holidays such as New Years day, (Presidents day - Teacher work day), Memorial day, Independence day, Friday before Labor day, Labor day, Thanks Giving day, the day after Thanks Giving and Christmas Day) Note: Thanksgiving eve, Christmas eve and New years eve the center will close at 3:00 pm.

d. **Summer Camp Enrichment Fee:** Summer Camp children, ages Kindergarten Graduates – thirteen years old will be required to pay an enrichment fee at the beginning of each Summer. This fee covers all field trips and enrichment programs offered to your child at the center.

e. **Yearly Activity Fee:** Preschool children ages 2-5 years old, will be required to pay an activity fee. This activity fee covers all special activities and enrichment programs offered to your child at the center.

Initials _____ **3. Method and Payment:** Payments may be made by direct ACH debit, check, money order or credit card **no cash will be accepted for tuition payment.** There is a \$35.00 fee for returned checks or returned ACH/direct debit transactions. Childcare services may be halted until full payment of tuition and NSF charges has been made. In accordance with state regulations, I agree to pay all applicable co-pays and additional fees based on my requested program

Initials _____ **4. Tuition late Fees, Suspension, and Termination for Late Payment:** There will be a late fee of \$15 for first day for failure to pay by 6:00 PM by Monday. An additional \$5 for each additional school day will be charged when tuition remains unpaid after the due date. Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied childcare until account is made current. Any account not rectified in the manner described above will be considered in arrears. If your account is in arrears, your child(ren) will be unable to attend the child care center starting the following Monday, until your account is current.

Initials _____ **5. Late Pick-Up Penalties:** Parents must arrive with sufficient time to exit the center by closing time of 6:30 PM. A late fee of \$1.50 per minute per child will be charged for any late pick-ups. This fine is charged regardless of reason for lateness or prior notification from the parent that they will be delayed. These late pick-up penalties must be payable immediately by check or credit card (**cash payments will not be accepted**). An effort will be made to contact parents and emergency contacts; parents will be called by 6:30 pm and if a child is picked up 30 minutes after the scheduled closing time 3 or more times in a 30 day period, the center will terminate the child's enrollment. If a child is not picked up by 7:30 pm, the center will turn over the child to the local authorities. Part time children are to be picked at the scheduled pick up time. A late fee of \$1.50 per minute will be charged. If the time exceeds 30 mins a flat fee of \$30 will be charged for that day.

Initials _____ **6. Changes in Tuition:** The monthly tuition rate is subject to change and you agree that you will pay the new rate after the Center Director give you 30 days' notice of such change.

Initials _____ **7. Absences, Vacation Credit and Sibling Discounts:** Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

You will receive a Vacation Credit for one week at the end of your 6th month of consecutive enrollment, during which you will not be required to pay tuition in order to maintain your enrollment. Vacation Credit is not cumulative. A maximum of one week may be used in any 12- month period. Vacation credit must be taken in 5 consecutive day blocks. In order to qualify for this Vacation Credit, you agree to notify the Center in writing at least two weeks before you take your vacation. Except for the



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Vacation credit, you are responsible for paying full tuition for your child until you terminate the enrollment, even if your child is absent due to illness, vacation or other cases. Your child may not attend the center when using the Vacation Credit. A tuition fee discount will be offered to full-time families with more than one child enrolled at the Center. For families with two children enrolled, the discount will be 10% off the tuition cost for the oldest child enrolled. For families with three or more children enrolled, the discount will be 15% off the tuition cost for the oldest child enrolled.

Initials _____ **8. Notification of illness and Re-Admission After illness:** In accordance with applicable state licensing regulations, (a) The center will notify you if your child becomes ill and you shall arrange to have your child picked-up as soon as possible and no later than two hours after notification, please note we will terminate your child if your child is ill and is brought to Center more than 3 times within any 30 –day period, or you fail to pick up your sick child within two hours after being notified of the sickness, more than 2 times during any 6-month period; (b) you shall inform the Center within 24 hours or the next business day after your child or any member of your immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for life threatening diseases which you shall repost immediately to the Center; and (c) if your child has been ill, he or she may not be re-admitted to the Center until he or she is free of symptoms for 24 hours or you have provided a note from or you have provided a note from your child's physician confirming that he or she is free of symptoms. The decision of the Center Director shall govern such re-admission.

Initials _____ **9. Holiday and Other Closings: The Center will be closed for the following holidays and special days:** New Year's Day (Jan), Presidents Day (Feb) (used for teacher work and training day), Memorial Day (May), Independence Day (July), Friday before Labor Day (Sept or Aug), Labor Day (Sept), Thanksgiving Eve – Close at 3:00PM (Nov), Thanksgiving (Nov), Friday, after Thanksgiving (Nov), Christmas Eve – Close at 3:00PM (Dec), Christmas Day, New Year's Eve – Close at 3:00PM (Dec). If any observed holiday falls on a Saturday or Sunday, the holiday will be observed on either the preceding Friday or the following Monday. Tuitions rates take holiday into account and you will not receive credit if a holiday falls on your child's scheduled day to be at the center.

Initials _____ **10. Inclement Weather Policy:** In bad weather situations, the center will be closed. We do not give any tuition refunds due to closing because of bad weather. Parents will be notified by email or the centers voice mail will be updated by 6:00 AM. In the event of an early closing due to snow or other inclement weather, you agree to make arrangements to pick up your child promptly when called by the Center.

Initials _____ **11. Suspension:** In the judgment of the Center's Director or designee, your child's behavior interferes with the Center staff and the children at Tots N Us. The Center will contact you to remove your child for the remainder of the school day. The center requires that the child be picked up within one hour of being notified. You will be responsible for daily tuition for that day.

Initials _____ **12. Compliance with Center Policies and Provisions of Authorization and information:** There are certain center rules that all children will be taught and expected to follow. This is for the safety and well being of everyone. In addition, we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our center "demolished". There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language. Children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all. Your child will comply with all policies of the Center, as these policies may be amended from time to time, and that you will deliver promptly to the Center all signed authorizations and any and all other documents



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and information, including without limitation authorization and information related to the emergency medical care of your child, as may be required from time to time. **No smoking is permitted on the premises; this includes parents and staff.**

Initials _____ **13. Withdrawal by Parent:** Your child is enrolled at the Center on a year-round basis. During any absence, including sickness or holidays, fee payments continue for each child. When withdrawing your child, as much notice as possible is appreciated. We require a minimum of two weeks notice to ensure 100% return of your deposit. If you do give such notice, you will be required to pay two weeks' additional tuition.

Initials _____ **14. Termination by Center:** We reserve the right to terminate a child for the following reasons (but not limited to): Failure to pay, routinely late picking up your child, Failure to complete the required forms, Lack of parental cooperation, Failure of child to adjust to the center after a reasonable amount of time, Physical or verbal abuse of any person or property, our inability to meet the child's needs, Lack of compliance with handbook regulations and Serious illness of child. Immediate: The center may terminate your child's enrollment in the Center, effective immediately, if in the judgement of the Center Director or designee, the child's behavior or your behavior in the Center interferes with the Center staff providing safe and nurturing care. If enrollment is terminated for this reason, any prepaid tuition deposit shall be forfeited. We will terminate your child if your child is ill and is brought to Center more than 3 times within any 30 -day period, or you fail to pick up your sick child within two hours after being notified of the sickness, more than 2 times during any 6-month period. We will give two weeks' notice of termination for which full tuition is due, whether the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance. Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to amount due.

Initials _____ **15. Permission to Perform Minor Medical Treatment:** You hereby give consent to the Center to obtain immediate medical care, if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. The parent(s)/guardian(s) agrees to give consent to the Center and its employees and agents to perform minor medical treatment on your child while awaiting for medical help in an emergency situation, and hereby waive, and release the Center and its employees, agents, owners, members, successors and assigns from any liability in connection with, any claim arising from such treatment. A signed authorization form is required for the Center to administer medication to your child. Should you wish the Center to provide medication to your child, you must provide the Center with the appropriate authorization form, with a doctor's order and with the medication stored in a clearly labeled container. The container should state your child's name, the name of the medicine, the dosage, and the name and telephone number of your child's doctor. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Tots N Us, will not be held liable for any sickness/injury of either parent/guardian or child while on these premises. **If there is an objection to seeking medical care, statement needs to be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.**

Initials _____ **16. Liability Release and Indemnification:** The center maintains an insurance policy in connection with its liability for any injury, loss, or damage that may occur to your child, your child's property, or your property as a result of fire, theft, storm, or other causes. Acting on behalf of yourself and your child, you hereby wave and agree to release any claims that you, your child, or your and you're your child's legal representatives and heirs may have against the Center or any employee, agent, owner, or member of the Center, or any successor or assign of the Center, arising from or related to any injury, loss, or damage to the extent (a) that such injury, loss or damage is not covered by the insurance policy maintained by the Center, or (b) that the monetary amount of such injury, loss, or damage exceeds any amount payable under such



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insurance policy. You also agree to be responsible, for and to indemnify and hold harmless to the Center, any employees, agent, owner, or member of the Center and any successor and assign of the Center from and against, any and all claims, liabilities, damages, judgments, and costs (including attorney's fees and court costs) that may be brought against or incurred by the Center, any employees, agent, owner, or member of the Center, or any successor or assign of the Center, arising from or related to any act or omission on the part of you or your child. The center is also not responsible for personal items lost, stolen, or broken while in our care.

Initials_____ **17. Severability and No Waiver:** If any term of this Agreement is declared invalid or unenforceable, it will be severed and all other terms will remain effective and will be construed as if the invalid or unenforceable term did not exist. If the Center elects not to require that you comply with any term of this Agreement, the Center will not be deemed to have waived its rights to demand compliance with said term at any later time.

Initials_____ **18. Parental Access:** In connection with the implementation of the Center's policies as these may be amended from time to time, the Center will assume that each parent of the child while in attendance at the Center and to the child's records (with the exception of financial records regarding the child's attendance which shall be made available only to the parents(s) signing this agreement). It shall not be sole obligation and responsibility of the parent(s) to inform the Center of any reason that such equal access should not be granted and to provide to the Center any and all relevant documents in connection therewith.

Initials_____ **19. Field Trip Permission:** I hereby give permission to the Tots N Us Children's Academy to remove my child from the premises for any field trips, neighborhood walks, visits to the library, park, etc. by means of walking, school van or car. I understand that my child may be excluded from field trip in his/her behavior compromises their safety or the safety of the group.

Initials_____ **20. Participation Permission:** I hereby grant permission for my child to participate in any of the child care activities and to use any of the play equipment to include all indoor and outdoor toys, swings, blocks climbing structures, etc.

Initials_____ **21. Private Care Exclusion:** In the event that I privately contract for child care services, transportation, or assistance with any Tots N Us employee, the center will not be held responsible nor liable for any accidents, injuries or other incidents arising therefrom. I agree to hold the center harmless from any and all legal action arising therefrom. I agree to hold the center harmless from any and all legal action arising from any independent or other arrangement with the center employees.

Initials_____ **22. Emergency Care Authorization:** I give permission for emergency care decisions to be made by the Center staff regarding my child, in event of an emergency that impedes regular school operations. I understand that the center will notify me by telephone, as soon as possible.

Initials_____ **23. Emergency Medical Care Authorizations:** I give my permission for the center to seek emergency medical care for my child if deemed necessary by the staff and or administration, and that I will be notified as soon as possible.

Initials_____ **24. Child Protection Services Acknowledgement:** in the event that the center has reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect, or exploitation of a child, the center will as have required by Code of Virginia, report the incident immediately by telephone to Child Protective Services.



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Initials_____ 25. The department of Social Services is able to perform the duties as authorized in state regulations. The Department has the authority to interview children or staff and to inspect and audit child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff members, and the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical conditions of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

Initials_____ 26. I acknowledge receiving and having read the contents of the Center’s parent handbook and the Tuition Enrollment agreement. I further acknowledge that I understand the contents and contained therein and agree to abide by all of its policies and procedures.

Initials_____ 27. Proof of the child’s Identity and age may include a certified copy of the child’s birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement, or other proof of the child’s identity from a child’s placing agency, record from a public school in the U.S. that a certified copy of the child’s birth records was previously presented. Viewing the child’s proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e. after school program) or the center transfers responsibility of the child directly to the school (i.e. before school program). While programs are not required to keep the proof of the child’s identity, document of viewing this information must be maintained for each child.

Initials_____ 28. **Parent Handbook:** I have received, read and understand the Parent handbook.

Parent/Guardian Name _____ Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____ Parent/Guardian Signature _____ Date _____

Official Use Only

Child Name	Other Form of ID
Date of Birth	Date Child Entered Care
Place of Birth	Date Child Left Care
Birth Certificate No.	Date Document was Viewed
Issued date	Father’s Name
Mother’s Name	Reviewed By

Proof of child’s identity and age may include a certified copy of the child’s birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of placement agreement, or other proof of the child’s identity from the child’s





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placing agency, record from a public school in the U.S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfer responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity documentation of viewing this information must be maintained for each child.

Date of Notification to the Local Enforcement Agency (when required proof of identity was not provided): _____

Director or Administrator Name	Director or Administrator Signature	Date
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