

Effective Date 6/15/2020 until 08/2020

## Parent Contract/Admission Agreement

Date: \_\_\_\_\_

This enrollment agreement is by and between Apple Lake Childcare Center LLC, herein known as Sprouts Childcare Center and:

Parent(s) or Guardian Information:

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email address(es): \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Parent/Guardian Information if different from above: \_\_\_\_\_

Email address(es): \_\_\_\_\_

Name of child being enrolled: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Enrollment will be:

Full-Time (Five days a week) \_\_\_\_\_

Part-Time (Four days a week) \_\_\_\_\_

Part-Time (Three days a week) \_\_\_\_\_

Before and After School Care (School-age) \_\_\_\_\_

After School Care only (School-age) \_\_\_\_\_

Before School Care only (School-age) \_\_\_\_\_

Days of Attendance:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

(Please check all that apply)

Please circle the following:

- |  |           |
|--|-----------|
| 1. My child has permission to sleep in a crib until the age of 12 months and a cot after the age of 12 months unless I request otherwise in writing.                                     | Yes No NA |
| 2. I acknowledge that I am able to access the Maryland State Department of Education website to review the brochure entitled "A Parent's Guide to Regulated Childcare"                   | Yes No    |
| 3. I understand that all drinks will be provided by Sprouts Childcare Center for my child for all meals while in care.   | Yes No    |
| 4. I understand that Sprouts Childcare Center is a peanut free Center, meaning that no meals provided from home can include anything with peanuts, peanut butter, or peanut by-products. | Yes No    |

### **Attendance Policy**

Please make sure your child is at Sprouts by 9:00 a.m. on their scheduled day to attend circle time and learning activities. If you know your child is going to be late or absent, please call Sprouts to let your child's teacher know. Your child must be here by 12:00 p.m. unless prior authorization is given for a late drop off.

### **Sick Policy**

I understand that if my child becomes sick while at Sprouts, he/she must be picked up by a parent or someone on their emergency card within one hour of being contacted. Please make sure anyone listed on the emergency card knows that you have listed them as a contact. I understand that my child will not be able to return to Sprouts without a physician's note indicating the condition or illness has been resolved. This includes:

- Temperature of 100.4 or higher. Your child must be fever free for 24 hours without any kind of fever reducer before they may return to school.
- Diarrhea and/or vomiting- May not return to school until 24 hours after the last episode of diarrhea or vomiting.
- Skin rash
- Evidence of lice infestation
- Any other contagious disease or condition

\* Please see information under Sick Policy in the parent handbook.

I have read and understand the sick policy. Parent/guardian initials: \_\_\_\_\_

## Financial Terms and Conditions

- \* A registration fee of \$100.00 must accompany this application to ensure placement for your child. This fee is nonrefundable.
- \*A security deposit of \$\_\_\_\_\_, which is equal to one week's tuition is required. This deposit will be used for your child's last week of attendance at Sprouts.
- \*A sibling discount of 10% of the lowest tuition will be applied when two or more children are enrolled from the same family.
- \*The cost of Tuition is \$\_\_\_\_\_ and must be paid weekly. Payments can be made by check, cash, Tuition Express (Automatic deduction) or by credit card at the check in station. Please make all checks payable to **Apple Lake Childcare Center**. This is due by the close of the business day (6:00 p.m.) every Friday for the following week. There is no tuition reduction for any days Sprouts is closed, including holidays, inclement weather closings, closures due to pandemic, government order, or our yearly teacher training day in April/May. This rate is subject to change and will be adjusted due to tuition increases upon 30 days' prior written notice.
- \* Sprouts Holiday closings include: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day through New Year's Day. If a holiday falls on a Saturday, the center will be closed on the Friday before the holiday. If a holiday falls on a Sunday, the center will be closed the following Monday. Sprouts will also be closed for one day during the year for a professional day in April/May.
- \* Children attending part time may not alternate their days without prior approval of the director or owner. If there is availability in the classroom, extra days may be requested by part time families for an extra fee.
- \* I agree to pay any additional fees related to Hot Dog Day, Pizza Day, Chick-fil-A Day, as well as any field trips/activities that I would like my child to participate in.
- \*Any tuition that has not been paid by the close of business (6:00 p.m.) on Monday, will be charged a late fee of \$15.00. If tuition, including the late fee, is not paid by Friday of that week, suspension of care may result.
- \* Insufficient funds: Should a check be returned for insufficient funds, a fee of \$30.00 will be added to your account. If more than two checks are returned, all future payments must be made by certified check, money order, credit card or cash.
- \* Late fee: Sprouts closed promptly at 6:00 p.m. After 6:00 p.m. a late fee of \$10.00 will be charged for the first 15 minutes with \$1.00 per minute after that. This time is taken directly off

the time clock in the lobby. This payment must be made to the closing staff at the time of the late pick up. After 15 minutes with no contact from a parent, Sprouts will make every attempt to contact a parent or someone on your child's emergency card. After one hour with no contact from a parent, Child Protective Services may need to be contacted.

\* In the event you wish to withdrawal your child, two weeks' advance written notice must be given to Sprouts. The security deposit will be applied to your account for the last week of care. In the event this amount does not cover the total balance, the parent is responsible for paying the balance.

\* Apple Lake Childcare Center LLC, known as Sprouts Childcare Center, reserves the right to dismiss a child in its care at the sole discretion of the owner or director, including but not limited to the following reasons:

1. Inappropriate conduct by a child or parent
2. When tuition is in arrears
3. When a parent is not able to provide updated important information, including medical forms when asked, stating the child is healthy and is able to actively participate in all Sprouts programs without exposing other children to health risks. This includes updated immunization records when requested.

\*Sprouts Childcare Center does not condone and will not accept liability for care services provided outside Sprouts operating business hours or off Sprouts premises.

\*If a Sprouts employee is subpoenaed to testify in connection with or required to participate in any litigation, claim or case I am involved in, I will reimburse Sprouts for any costs incurred by Sprouts resulting therefrom, including costs related to the employee's time and expenses, legal fees and/or court costs.

I have read this contract in its entirety and agree to the rules and regulations of Sprouts Childcare Center as stated in the above Parent Contract/Admission Agreement. I also have read and agreed to the most recent Sprouts' Policies and Procedures/Parent Handbook.

\_\_\_\_\_ (Initials)

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Operator: \_\_\_\_\_ Date: \_\_\_\_\_