



## Baby Yale Academy - Admission Agreement

Please read each category, sign on the last page and return. You may request a copy to be provided to you for your records. This is a legal and binding contract.

Child's Name:	Date of Birth:
Child's Name:	Date of Birth:
Child's Name:	Date of Birth:
Child's Name:	Date of Birth:
Child's Name:	Date of Birth:

Congratulations on being admitted into Baby Yale Academy, Inc. We are very thrilled to have your child here.

**Hours of Operation** - Baby Yale Academy is open from 6:00 am to 8:00 pm, Monday through Friday. Children have a 10-hour window of learning/care for full time service. Your child's schedule has been reserved.

**This Admission Agreement and the following forms must be returned prior to the 1<sup>st</sup> day. \* required by Community Care License. \*\* BYA requirement**

Enrollment (Admission Contract) Application *	Video Surveillance **	Personal Rights *
Notification of Parents Rights *	Identification and Emergency Information Form *	Consent for Emergency Medical Treatment form *
Child's preadmission health history – Parent's Report *	Physician's Report *	Immunization Record copy *
Needs and Services Plan for children below 24 months of age *	Parent Consent for Topical Ointment form for sunscreen, diaper cream **	BYA Handbook Acknowledgement form **
Caregiver Background Check Process *	Identification and Emergency Information *	Notification of Parents Rights *
Childcare Center Notification of Parents' Rights *	Schedule of Attendance **	BYA Photography Authorization Form **
BYA Nutrition Enrollment Form **	Meal Benefit Form for Children **	

**Licensing/Agency Authority** - Please be advised that Licensing or its agency has the authority to inspect the facility and to interview children and examine all records relating to the operation of the child care center with or without notice. We adhere to their authority.

**Immunization Requirements** - Children must be immunized. Updated immunizations records must be presented at the time of enrollment as well as the Physician's Report.

**Weekly Tuition** - Full tuition is due each Monday and payable in advance of each week's attendance. Tuition is still required if your child does not attend the school for any reason—including illness, vacation or holiday, school closure, etc. Fees are subject to change. You will receive a 30-day notice of any rate change. Non-potty trained preschool, pre-K and K children are assessed a \$20.00 per week to rate.

**Registration Fees** - There is a \$250 registration fee due upon registration and is nonrefundable and holds your child's space until enrollment. However, enrollment must occur within 7 days otherwise your registration fee and space will be forfeited. Each September, the registration fee is renewed. If your child drops out and reenrolls, the registration fees will be charged and payable again.

**Withdrawal** - Baby Yale Academy or parents may request withdrawal without prejudice with a 2-week written notice or if parents request a withdrawal without 2-week written notice, they may make a payment for the required 2 weeks.

**Late Fees** - A delinquency fee of @25.00 per week is charged until paid (accumulative). The school reserves the right to interrupt your child's attendance until payment is made. Consistent late tuition payment may lead to further actions up to and including termination of services. Your account will be turned over to a collection agency.

**Late Pick-up Fee** - We charge a late pick-up fee per child for every 15-minute period between the time of closing and one hour afterward. Our licensing only allows the school to operate within certain hours. Therefore, if you are more than one hour late and we are unable to contact you or the authorized pick-up person(s) listed on the Identification and Emergency Information Child Care Centers/Family Child Care Homes form, the law requires that we contact Social Services who will pick up your child

**Grounds for termination** – **Please see the Parent Handbook for a detailed description.** The school reserves the right to terminate a child's care without notice. The grounds for such termination would include, but may not be limited to, the following:

1. Inability of the child to adjust to the program.
2. Behavior patterns that infringe upon the rights and safety of other children or staff.
3. Delinquent tuition.
4. 2 weeks absence without notification.
5. Continued failure to follow the school's standards or policy.
6. Violent or intimidating behavior from the child's parents or guardian toward any of our staff.

**Rate Change(s)** - In the event there are rate modifications/changes, we will provide you with 30 days' notice.

**Absence** - I am responsible for informing the Center as soon as possible for any absences. There are no reductions in tuition.

**Illness** - I understand if my child becomes ill while at the school and I am called by BYA, I agree to pick my child up promptly upon notification. I understand that my child cannot attend school while ill.

**Emergency Contacts** - I am required to maintain always, at least 2 emergency contacts other than myself, including full names, home and work address, home and work phone numbers and cell phone numbers. I understand that if none of my listed contacts can be reached, the school may contact police or other emergency authorities.

**Checking In/Out** - I agree to sign in and out daily. I understand that I may be called back to sign my child in or out. I understand that if the Center is cited because of my failure to sign my child in/out, I will be assessed a \$50.00 fee. No one under age 18 years of age (except those who are a child's parent) is permitted to pick up a child.

**School Closing** - When the below holidays or school closing days fall on a Saturday or a Sunday, the school will close on a Monday. Holidays and/or school closure days are not exempt from your child's regularly weekly tuition.

**Effective January 1, 2018**

January 1	Independence Day
Labor Day	Thanksgiving Day
Presidents Day	Staff work day – 3 <sup>rd</sup> Friday of June
Staff work day – 2 <sup>nd</sup> Friday of October	Last week of December (5 days)

**Violent or Unsafe Behavior** - I understand I may be contacted should my child display violent, unsafe or continually inappropriate behavior. I agree to pick my child up promptly upon such notification.

**Rights of Baby Yale Academy** - We reserve the right to change policies regarding admissions, number of students served, or any aspects of the business. Changes will include an addendum requiring placement in your handbook with a required signature acknowledging receipt.

**Please see your Parents Operating Handbook for all our policies relating to enrollment and attendance.**

We are very excited and pleased to welcome you and your child to Baby Yale Academy.

I have read, understood and accept the terms of this agreement. Terms accepted on:

Signature of Parent/Guardian:	Date:
Signature of Director:	Date: