

**Discovery Learning Center – Admission Agreement**  
Effective January 1, 2018

**1) Basic Services**

- Center hours are from 6:30am to 6:00pm, for well childcare only.
- Programs include morning and afternoon preschool, full-day preschool, before and after kindergarten program, before and after school-age program, and a full-day kinder/school age summer program.
- Bussing to and from (specified) elementary schools is included in kinder and school-age tuition.
- Napping is available but not mandatory. Crib sheet, pillow and blanket are supplied by the family.
- Diapering available, diapers and wipes are provided by the family.
- Toilet teaching is supported and child led.

**2) Payment Provisions**

**A. Basic Rates**

<u>Preschool Program</u>			<u>Kindergarten Before &amp; After</u>		<u>School-Age Before &amp; After</u>		
		<u>Mo. / Wk.</u>		<u>Mo. / Wk.</u>		<u>Mo. / Wk.</u>	
<b>3 Hours:</b>	2 Days	\$441 / \$105	<b>2 days: *1/2 Day</b>	\$509 / \$121	<b>2 Days:</b>	\$514 / \$122	
	3 Days	\$529 / \$126	<b>Full Day</b>	\$576 / \$137	<b>3 Days:</b>	\$588 / \$140	
	5 Days	\$676 / \$161			<b>5 Days:</b>	\$672 / \$160	
<b>4 Hours:</b>	2 Days	\$505 / \$120	<b>3 days: *1/2 Day</b>	\$610 / \$145	<b>Minimum Days</b>		
	3 Days	\$599 / \$143	<b>Full Day</b>	\$701 / \$167	No extra charge		
	5 Days	\$788 / \$188	<b>5 days: *1/2 Day</b>	\$768 / \$183	<b>In-service / Holiday</b>		
<b>5 Hours:</b>	2 Days	\$565 / \$135	<b>Full Day</b>	\$893 / \$223	\$20/day as needed		
	3 Days	\$670 / \$160	*1/2 day tuition includes care either before OR after kindergarten, not both. Bussing is included in the 1/2 day rate.			<b>School-Age Summer Program</b>	
	5 Days	\$870 / \$207				<u>Mo. / Wk.</u>	
<b>Full Day:</b>	2 Days	\$687 / \$164				<b>2 Days</b>	\$697 / \$166
	3 Days	\$828 / \$197				<b>3 Days</b>	\$841 / \$200
	5 Days	\$1,058 / \$252				<b>5 Days</b>	\$1,074 / \$256
					*Cost of T/Th field trips not included in tuition. Cost TBD		

Tuition Information

- Preschool 3, 4, and 5 hourly contracted rates, must be consistent schedules, with the same scheduled times for each day of attendance. These rates are only available in the preschool program.
- The 2 day schedule is Tuesday and Thursday. The 3 day schedule is Monday, Wednesday and Friday.
- The full day schedule includes care for your child at any time the center is open, M-F, 6:30 AM – 6 PM, excluding holidays.

Tuition information continued

- Busing is included in the tuition for kindergarteners and school-age children to/from Dewey and Schweitzer. Any other San Juan District schools that can be accommodated in the bussing schedule incur an additional **\$50/mon** bussing fee.

### Additional Charges

- Registration Fees:** The registration fee is based on date of enrollment and is nonrefundable. Annual registration fee is \$85 or \$125 for families. Summer registration fee (Jun – Aug), for children attending the summer program only, is \$60 per child.
- Extra Hours:** \$15.00/hr for non-contracted hours before or after the contracted schedule. A call is required from a parent to ensure availability of space. If the need for an extra hour becomes consistent, a new tuition rate will be contracted.
- Grace Period:** A 5 minute grace period is given before and after your contracted hours. If you sign in more than 5 minutes before or more than 5 minutes after your contracted time, it will be considered an extra hour and \$15 will be assessed to your account.
- Extra Day:** Pre-School and School age: \$75.00 for non-contracted days. At least 24-hrs notice is required to ensure availability of space. If less than 5 hours, account is billed at hourly rate.
- Bus Alert Call:** In the event your child will not need to be bussed from their school to DLC, a call to alert our driver is **required by noon (12:00pm)**. Failure to inform us will result in a \$15.00 charge.
- In the event that your **morning kindergarten/transitional kindergarten** child will not need to be bussed from their school to DLC, a call to alert our driver is required by **10:30 am**. Failure to inform us will result in a \$15.00 charge.
- Sign-In/Out:** For safety reasons and to ensure full accountability of your child while under DLC's care, **it is imperative to Sign-In and/or Sign-Out your child**. DLC requires parents to sign children in and out using our electronic computer. You must also highlight your child's name at drop-off on the roster located next to the sign-in computer, and cross it out at pick-up. Failure to do so will result in a \$10.00 charge. DLC drivers will sign your child out of and/or into DLC when they drop off or pick up your child up.
- Early Drop-off/  
Late Pick-up:** If your child is dropped off before 6:30am or picked up after 6:00pm, there will be a \$1.00 per minute charge assessed and paid directly to the opening or closing teacher. If the charge has not been paid to the respective teacher by the next billing cycle, it will be added to your account and a \$15 late fee will be applied.
- Extra Food:** \$5.00 is charged for breakfast or lunch supplied by DLC for your child in emergency cases only.
- DLC Shirt:** Supplied at enrollment (to wear on Field Trips), \$15.00. In the event your child is not wearing a DLC shirt on a field trip day, DLC will provide a "loaner" shirt for a \$5 fee. If there are no loaner shirts available, a new shirt will be supplied and a \$15 fee will be applied to your account.
- Sunscreen:** A yearly sunscreen fee of \$20 is charged at the beginning of May. Parents are asked to apply sunscreen between the months of May – September, **before** their child/children arrive at school. If a child arrives without sunscreen, it will be applied and a \$5.00 charge will be assessed. DLC will reapply sunscreen after lunch and as needed.
- Water Bottles:** Children are asked to bring a water bottle for many of the field trips. Parents are notified ahead of time if a water bottle is needed for a specific field trip. In the event that your child does not bring a water bottle on the specified day, DLC will supply one and a \$1.00 fee will be added to your account.

## **B. Payer**

- Both parents are equally responsible for the tuition and liable for any debt that may incur.
- In the event of shared custody, each custodial parent must complete and sign a separate admission agreement. Both parents are equally responsible for the tuition.
- In the event of sole custody. The sole custodial parent is responsible for the tuition.
- DLC only accepts electronic payments using either a personal checking or savings account. Tuition is collected through Tuition Express. It is automatically debited out of your bank account on a monthly or weekly basis. Please make arrangements with the director for a specific debit date.
- DLC participates in the Child Action tuition subsidy program. Eligible families must provide proof of program enrollment, case worker's name and case number; prior to the first day of enrollment. Parents are responsible for any portion of tuition that is not paid for by the subsidy program. These payments are due on the 1<sup>st</sup> of the month.

### **C. Due Date and Frequency of Payment**

- Monthly tuition is collected on the 1st of each month. You may request to have it debited out of your account as late as the 5<sup>th</sup> of each month. If tuition is received after the 5th of the month, a \$30.00 late fee will be assessed. In the event that the 1st falls on a weekend or holiday, tuition will be collected the following business day.
- If paying weekly your payment will be collected every Monday. If Monday is a holiday weekly tuition will be processed on that Tuesday.
- Returned payments will result in a \$40 fee.
- After 30 days of missed tuition and/or an unpaid balance, your account will be considered past due. Children will be dropped from enrollment if an account is considered past due.
- Past due accounts will be forwarded to the collection agency, Parson-Bishop Services, INC.

### **3) Modification Conditions**

- Changing the contracted hours or days for which your child is enrolled will result in signing a new Admission and Schedule Agreement. Notice of change must be in writing and received 30 days prior to the adjustment. While the revised schedule is not guaranteed, every effort will be made to accommodate the new schedule as quickly as possible.
- In the event that your child's tuition changes, due to schedule or program changes; or due to withdrawal from the program, the tuition will be prorated. If you pay tuition monthly, the prorated daily rate is calculated by dividing the monthly tuition by the possible days of attendance in that particular month, and then multiplying the daily rate by the amount of days your child attends that month. If you pay tuition bi-weekly or weekly, the prorated daily rate is calculated by dividing the weekly tuition amount by the number of days they attend per week and then multiplying that daily rate by the number of days attended.
- Parents are required to give 30 days notice in writing prior to withdrawing their child. If at least 30 days notice is not given, a \$100 cancellation fee will be charged.

### **4) Refund Conditions**

No reductions or refunds are given for absences, illnesses, holidays, or hours not used.

**5) Rights of Community Care Licensing**

- Community Care Licensing, a division of the Department of Social Services, makes a minimum of one unannounced facility evaluation every five years.
- Community Care Licensing has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent.
- Community Care Licensing has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

**6) Conditions Under Which This Agreement May Be Terminated**

- Failure to pay tuition for more than 30 days, or pay the balance of past due tuition, may result in termination of this agreement.
- In the event that a child requires additional care or service that DLC cannot provide, the child may be dropped immediately from enrollment.
- In the event that a parent teacher conference is requested by DLC staff and the parents choose to not meet or comply, the child may be dropped from enrollment.
- In the event that a child presents a danger to them self, another child, or the staff, the child will be dropped immediately, without notice.
- In the event that DLC is unable to continue bussing a school-age child to/from their school, the family will be notified and DLC will continue to provide bussing for up to 30 days.
- In the event that DLC is no longer able to provide childcare for any of the above mentioned reasons, any unused and paid tuition will be prorated and reimbursed.



## **Admission Agreement and Schedule Contract**

Please complete this page and return entire packet. We will provide you with a copy.

My child, \_\_\_\_\_, will attend Discovery Learning Center on:

Please choose one of the three options. If you are choosing a 3, 4 or 5 hour schedule, please write the times of attendance. If you are choosing full day, please circle full day. If you are choosing the kinder half day, please circle kinder half day and write in the portion of the day your child will be at DLC (ex. Open – Drop off or Pick up - Close).

1. M - F from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm **or Full Day or Kinder Half Day.**
2. MWF from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm **or Full Day or Kinder Half Day.**
3. TTH from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm **or Full Day or Kinder Half Day.**

Tuition will be \$\_\_\_\_\_ paid **(please circle) weekly / monthly.**

Please circle one of the below three options: Attendance/Revised (and write in the effective date)/Schedule is ongoing.  
My child's first day of attendance/revised schedule will be \_\_\_\_\_./This schedule is ongoing.

By signing below, I acknowledge that I have read and agree to the above tuition rates, fees and policies, as described in the Admission Agreement.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Facility Rep. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_