

The following document is a template that can be used to satisfy the Admission Agreement requirement of the Community Care Licensing Division application for a Child Care Center. The template includes sample wording for the required areas as outlined in the Application Checklist- Child Care Center (LIC 9218).

The samples are meant to be used as a tool to assist you as you develop your public documents. They are not intended to be cut and pasted into a document for submittal. The purpose of the documents in the application is to outline your policies and philosophy for your program. It is imperative that the policies you create match your child development and business practice philosophies to ensure that you can accurately enforce them and refer to them as needed.

# Admission Agreement

Admission Agreement  
<Name of School>  
<Address \* Phone Number \* Website>

\*\*\*This format is not required, however the information being gathered is.\*\*\*

Child(ren)'s Name and Date of Birth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's/ Guardian's Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (wk) \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

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

Person Responsible for Payment \_\_\_\_\_

**Description of Basic Services:**

*This section should outline the services you provide; age of children accepted for care, days and hours of operation, type of program (infant, preschool, school age or combination center). This should be a brief description of the program.*

**Payment Provisions:**

*(Option A)*

I, \_\_\_\_\_ (Parent/ Guardian) of \_\_\_\_\_, agree to pay \$\_\_\_\_\_ per week beginning one week prior to child's attendance. This total fee of \$\_\_\_\_\_ is due on the first business day the child is scheduled to attend. The child's attendance days and hours are as follows:

M\_\_\_\_\_ T\_\_\_\_\_ W\_\_\_\_\_ TH\_\_\_\_\_ F\_\_\_\_\_

This attendance agreement remains in effect until either party terminates the agreement as outlined.

*(Option B)*

I, \_\_\_\_\_ (parent or legal guardian) of \_\_\_\_\_, agree to pay an advanced weekly, bi-weekly, or monthly tuition in the amount of \$\_\_\_\_\_. The total of which is to be paid on the first business day of each week or month for which the school agrees to provide or make available the services of the school on \_\_\_\_\_ (days and times of care). The terms of this agreement will remain in effect until such time as either party elects to terminate this agreement as outlined.

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*(Option C)*

I, \_\_\_\_\_ understand that my child(ren) are contracted, per this agreement, to be in care the following days and times.

M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_.

I understand that any change to this schedule will be accepted only with a signed, new Admission Agreement and written advanced notice to the Director.

The fees set forth herein will be in effect until a new agreement or a termination of contact form has been signed by me, \_\_\_\_\_. Fees for each child will be paid weekly in advance of services and I understand that care will not be provided until full payment is received. A weekly tuition rate of \$ \_\_\_\_\_ is due on the first day of care for the current week. Tuition payments can be made in the form of check, money order or cash unless a pattern of returned checks develops.

**Other Fees:** The following fees are optional fees that many child care centers choose to assess in order to cover any additional operating expenses. These fees are not a requirement that is mandated by Community Care Licensing. You may choose to implement none, some or all of these fees. You may also have additional fees that you wish to add.

## Registration Fees

*(Option A)*

A per family registration fee in the amount of \$ \_\_\_\_\_ is due and payable at the time of enrollment and annually in the month of \_\_\_\_\_ (to be determined by Owner). This fee is non-refundable.

*(Option B)*

There is a per child registration fee of \$ \_\_\_\_\_. This fee will be collected at the time of enrollment and is non-refundable. A multiple child discount of \_\_\_\_\_% will be applied to registration fees for families with more than one child enrolled. The discount is applied per child.

*(Option C)*

A new student non-refundable registration fee of \$ \_\_\_\_\_ is due at the time of enrollment and a non-refundable returning student registration of \$ \_\_\_\_\_ is due annually in September.

## Late Fees

*(Option A)*

A late payment fee of \$ \_\_\_\_\_ will be applied to that week's fees on Tuesday morning of the current week.

*(Option B)*

A \$ \_\_\_\_\_ late fee will be assessed to each account that is considered delinquent on the second day of each week.

*(Option C)*

There are two types of late fees that can be assessed to your account a late payment fee and a late pick up fee.

Your account is considered delinquent the second day of your child's scheduled attendance. If payment is not received by pick up the second day, your child will not be able to return the next day unless payment is made in full.

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## Returned Check Fees

*(Option A)*

There is a returned check fee of \$ \_\_\_\_\_. There will be a cash or money order only policy in effect after \_\_\_\_\_ returned checks.

*(Option B)*

There is a \$ \_\_\_\_\_ returned check fee in addition to any charges that your banking institution may charge you.

## Late Pick Up Fees

*(Option A)*

The normal business hours for (Name of Center) are \_\_\_\_\_ am to \_\_\_\_\_ pm daily. In the event that your child is picked up after these hours, a late pick-up fee of \$ \_\_\_\_\_ will be due at time of pick-up. I acknowledge the right of (name of center) to contact the appropriate government agency in the event that my child remains at the center an hour or more past the close of business if all attempts to contact persons listed as an emergency contact have been exhausted.

*(Option B)*

The hours of operation are from \_\_\_\_\_ am to \_\_\_\_\_ pm. The late pick-up fee is \$ \_\_\_\_\_ for the first five minutes and \$ \_\_\_\_\_ for each additional minute after that. If the child has not been picked up one hour after close of business the center will contact the appropriate government agency. All attempts to reach the contacts listed on the child's emergency card will be exhausted prior to contacting the authorities.

*(Option C)*

It is imperative that all parents pick-up their children on time. The children recognize when parents are late and begin to worry and our staff have families that they need to get home to as well. There will be a five minute grace period for parents arriving late. After the grace period, a late fee of \$ \_\_\_\_\_ per minute is due at the time of pick-up.

*(Option D)*

We understand that some days traffic or circumstances beyond your control can play a role in your ability to arrive at the center at your scheduled pick up time and we are prepared to work with you when these situations arise. However, our staff have families to get home to as well and to show respect their personal time we will assess late pick up fees if late arrivals become habitual. You are considered late for pick up at \_\_\_\_\_ PM. The fee for late pick up without a courtesy phone call to the center to let us know of your situation is \$ \_\_\_\_\_ per \_\_\_\_\_. These fees are due at the time of pick up.

## Sick and Vacation Policy

*(Option A)*

(Name of Center) does not provide refunds for individual days missed for illness or vacation time. Each family is provided one week of vacation time per child per contracted year. In order to receive this week, requests must be made in writing as soon as possible.

*(Option B)*

It is your responsibility, as the parent, to notify the center if your child is not going to be in attendance that day due to illness or vacation. The center should be aware of any communicable disease that is present in the center. There is no reduction of fees due to illness or vacation time.

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## *(Option C)*

Tuition refunds can not be given for individual days that the children are not present or for holidays. However, a vacation week is given to each child per contracted year. Families with more than one child can use this week as a family or for each child individually. The week may be broken up into individual days or taken as complete week.

## *Refunds*

### *(Option A)*

Refunds on tuition paid in excess, with the exception of any two week notice requirement, will be paid in full upon written request to the Director.

### *(Option B)*

Upon withdrawal from the program families are eligible for a refund of all tuition fees paid in excess, not to include any late, registration, returned check or two-week notice fees. This refund will be issued within \_\_\_\_\_ weeks of the last day of attendance.

## **Discounts**

### *(Option A)*

(Name of Center) provides a \_\_\_\_\_ % discount for a family of two or more children, provided the family has registered for full time care. The discount will apply to the (oldest/ youngest) child.

### *(Option B)*

If more than one child is registered in the program, a multiple child discount of \_\_\_\_\_% is applied to the second child's tuition. Discounts do not apply to registration or other fees.

## **Modification Conditions**

### *(Option A)*

This agreement is valid for the \_\_\_\_\_ / \_\_\_\_\_ school year. If this agreement must be modified by either party during this contract year, a new agreement is required.

### *(Option B)*

This signed agreement is in effect between \_\_\_\_\_ and \_\_\_\_\_. If for any reason the contract no longer accurately represents the needs of the family a new contract may be signed and take effect immediately provided the program can accommodate the new needs of the family.

## **Termination Conditions**

### *(Option A)*

If you wish to terminate this agreement a two-week written notice to the Director is required prior to your child's last day of care. In lieu of a two-week notice, it is possible to make the tuition payment for the final two weeks from the date of notice.

### *(Option B)*

To terminate this agreement, the parent or guardian must submit a written notice to the Director one week prior to effective termination date.

### *(Option C)*

This agreement may be terminated at any time provided that the school has written notification and two weeks prior notice. If the school is not notified the family will be charged the two weeks tuition.

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*(Option D)*

Children benefit most when the program and home have a similar philosophy of teaching and discipline. Should a time arise when either (Name of Center) or the parent feels that the child is not benefiting from the program or must move on for other reasons, either party may request withdrawal without prejudice with a two-week written notice.

**Toddler Option Statement:** To be used only if the licensee is requesting a toddler option component with their license.

*(Option A)*

As the parent/ guardian of \_\_\_\_\_, I understand that my child will be placed in the Toddler Room at (Name of center). As explained to me by the Director, my child is eligible for placement in this classroom between the ages of 18 to 30 months. The teacher:child ratio in this classroom is 1:6. I understand that this is a separate license component from the infant or preschool classroom and that my child will not co-mingle with older or younger children during the day unless there is a special planned activity.

*(Option B)*

(Name of Center) has been issued a Toddler Option component to their preschool license. This is a separate component from preschool with different ratios and requirements. The ages of children in a Toddler Option classroom are 18-30 months. Children will remain as part of the Toddler classroom until they reach 30 months. Exceptions may be granted on an individual basis depending on the child's development and readiness. The teacher: child ratio in the Toddler Option classroom is 1:6.

*Rights of the Licensing Agency: This section should be taken from Title 22, Division 12, Chapter 1: Regulation 101200. It should be written verbatim.*

The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12, Chapter 1 Regulation 101200, states "The department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member; and for the 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."

*Signature and Date: You will need a place for parent(s)/ guardian signatures and date as well as the Director.*

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date