

KOALA-T-KARE REGISTRATION AGREEMENT 2008

Registration in this program is subject to the terms and conditions set forth below as well as the Koala-T-Kare Policy Manual.

Name of Child _____ Gender _____ Birthdate _____

Date of Enrollment _____ Enrollment Schedule (please note arrival and departure times for each day of the week): _____

Does Child have special needs? ____ (y) ____ (n) Please Explain:

Payment of Fees

1. I understand that a \$100 registration fee is required at the time of registration to cover the administrative costs of setting up and maintaining your child's file and is not refundable for any reason.
2. I understand that occasionally, fees will be charged for additional activities (e.g., field trips).
3. I understand that I will pay a deposit of one weeks' tuition at the time I enroll a new child at Koala-T-Kare.
4. I understand that a two-week notice must be given to change or terminate my child's enrollment at Koala-T-Kare in order to receive a credit against the tuition deposit.
5. I understand that if I make a tuition deposit and determine later that my child will not attend Koala-T-Kare, I will forfeit my deposit.
6. I understand that the tuition deposit is applied to the last week of my child's attendance.
7. **Tuition (please circle and put your initials next to the tuition option you choose):**
 - a. **Option 1 (weekly payment):** I understand that weekly tuition is due in advance and must be paid by the first day of each week. I understand that if I fail to pay weekly tuition by the end of the week, I will forfeit my child's enrollment at Koala-T-Kare, effective the first of the week immediately following the week in which tuition was not paid.
 - b. **Option 2 (monthly payment):** I understand that monthly tuition is due in advance and must be paid by the first day of each month. I understand that if I fail to pay monthly tuition by the 10th of the month, I will forfeit my child's enrollment at Koala-T-Kare, effective the first of the week immediately following the week in which tuition was not paid.
8. I understand that no tuition adjustments are made for absences from my child's normal schedule.
9. I understand that my child is permitted up to two weeks of vacation, as long as two weeks' notice is given for each vacation in order to receive the time off at no charge.

10. If I am receiving assistance, I am responsible for any amount not paid by my funding source. Written verification from the funding source must be on file prior to confirmation of my child's enrollment.

Required Forms

1. I understand that I must, prior to the first day of my child's attendance, provide the center with the following completed forms:
 - a. Registration Agreement
 - b. Child Care Enrollment Form (CFS-62)
 - c. Child Health Report (CFS-60)
 - d. Health History and Emergency Care Plan (CFS-2345)
 - e. Intake for under Two Years (if applicable)
 - f. School Age Agreement (if applicable)
 - g. Day Care Immunization Record (CFS-4192) (within 6 weeks of admission)
 - h. Authorization to Administer Medication
2. I understand that my child's immunization form must be updated every six months for children 18-24 months and every two years for children two through five years. I understand that I am obligated by law to submit an updated immunization record each time my child is administered a new or updated immunization.
3. I understand that my child must be examined every six months for children 18-24 months and every two years for children two through five years.
4. Failure to provide any of the above forms may result in suspension of my child's enrollment at the center until the forms are completed and submitted to Koala-T-Kare.

Attendance

1. I will contact Koala-T-Kare in advance in the event that my child will not attend a scheduled day, by calling my child's teacher or the director, or sending an e-mail to the director.
2. If I am running more than one hour late, I will contact Koala-T-Kare by calling my child's teacher or the director, or sending an email to the director.
3. If space permits, my child may attend on a day not regularly scheduled, for a non-refundable fee. The director must pre-approve attendance on non-scheduled days.
4. I can change my child's enrollment schedule with two weeks advance notice to the director. There is a \$50 fee for changing days/weeks or for dropping days/weeks without appropriate notice.
5. I am responsible to pay tuition for absences from the enrollment schedule.

Miscellaneous

1. I am responsible for labeling all of my child's clothing and possessions that are brought to the center.
2. Parents must furnish diapers for children requiring them.
3. Wipes are shared between parents and Koala-T-Kare informs parents when it is their turn to bring a box.
4. Koala-T-Kare discourages children from bringing toys or other play items from home since it is very difficult to keep track of small treasures in the classroom. Children may be invited to bring objects for sharing time and teachers will advise parents about this.
5. I understand that if someone other than a parent is picking up my child, a written consent must be provided, and a photograph of that person must be in my child's file. Changes to

the list may be made at any time. The designated individual must present picture identification.

6. All children must be picked up at the scheduled time. A penalty fee of \$10 will be assessed beginning 15 minutes after the scheduled pick-up time for each increment of 15 minutes after the scheduled pick-up time and must be paid promptly to the office.

Parental Consent

1. If emergency medical care is necessary and listed emergency contacts cannot be contacted, I authorize Koala-T-Kare staff to act on my behalf in granting permission for my child to receive emergency treatment.
2. I give my permission for my child to participate in all planned activities and field trips while attending Koala-T-Kare.
3. I give my permission for my child to be transported to and from any scheduled program activity for which transportation is provided.
4. I understand that Koala-T-Kare reserves the right to terminate my child's enrollment for behavior issues and/or if my child's participation requires more than reasonable accommodation, whether due to special needs or otherwise.
5. I understand that designated Koala-T-Kare staff members must give all medications. Koala-T-Kare will not give any medicine, prescription or otherwise, that is not in the original container. **NO CHILD MAY MEDICATE HIM OR HERSELF. PLEASE DO NOT PLACE MEDICINE IN LUNCH BOXES.**
6. I understand that state law makes all employees of child care centers mandated reporters of child abuse including any unusual or unexplained physical injuries to the child.

I have read this Agreement and I understand it.

I agree to adhere to the stated policies.

Coordination of payments is the responsibility of those signed below.

Parent or Guardian _____
Date

Parent or Guardian _____
Date

E-mail Contact: _____ Emergency Phone: _____