

ENROLLMENT AGREEMENT



Kiddie Academy of Morgan Hill
15750 Monterey Road #150
Morgan Hill, CA 95037
Phone: 408-776-6800

New Customer _____ M/D/Y Revised Agreement (fill out NEW agreement) _____ M/D/Y Facility/License #: _____
Circle One: Infant/Toddler Preschool School-Age

Child's Full Name: _____ Child's Age: _____ Child's D.O.B: _____

Mother's Full Name: _____ SSN: _____ Drivers License: _____

Address: _____ Phone: _____

Mom's Employer: _____ Phone: _____ Email Address: _____

Father's Full Name: _____ SSN: _____ Drivers License: _____

Address: _____ Phone: _____

Father's Employer: _____ Phone: _____ Email Address: _____

Child will attend the Academy on the following days (please circle): **M T W Th F** FULL / HALF DAY START DATE: _____

THE FOLLOWING STIPULATIONS MUST BE MET TO INSURE THAT WE MAY PROVIDE YOU WITH THE HIGHEST QUALITY CHILD CARE AVAILABLE:

- The Academy's hours for your convenience are from **6:30 AM through 6:30 PM (Infant and Toddler Rooms are open until 6:00 PM)**.
- The Academy recognizes the following holidays and will be closed accordingly: **New Years Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas, two (2) floating holidays & two (2) teacher work days.** Full tuition is due and payable for each of these holidays. No discounts or make-up days are provided.
- Kiddie Academy offers a Vacation Discount Program offering 10% off monthly tuition with 2 week's advanced notice for a limit of 1 week per academic school year (September through May) and 1 week per summer months (June, July, and August) if your child is absent/on vacation for an entire week (Monday through Friday).
- The Academy will be open whenever possible. However, all tuition payments will be due should the Academy close due to severe weather conditions or other reasons beyond Kiddie Academy's control.
- A non-refundable **REGISTRATION FEE** of \$ _____ (**\$185 for one child or \$250 for family**) is payable upon the signing of this Enrollment Agreement. A non-refundable **ANNUAL RE-REGISTRATION FEE** of \$185 (\$250 family) is due every year on September 1st.
- A **One-Half Month's SECURITY DEPOSIT** of \$ _____ is required and may be applied to your child's last month of enrollment with 2 week's written notice to disenroll. Failure to give 2 week's written notice to withdrawal your child will result in forfeiture of your deposit.
- Current **MONTHLY TUITION** for your child is \$ _____ and is due on first day of each month. Your tuition is based on the schedule that you have indicated above. Tuition is due whether your child attends or not and if the school is closed for holidays or in-service. Additional tuition payments will be due for any days your child attends the Academy in addition to those days circled above and for any additional hours if your child is enrolled half day. If you would like to change your schedule please contact the office with at least 2 weeks notice (may only be changed once during the school year.) There will be additional fees for summer camp activities due on June 1st for kids ages 2 and up.
- A **LATE FEE** of **\$25** will be added each week if your child's tuition is not paid by the 5th of the month.
- A **PAST TIME FEE** of **\$15** will be added to your child's tuition charges for each **5 minutes** after the Academy closes that your child is NOT picked up. In the event your child is not picked up from the Academy within 1 hour of closing, Kiddie Academy may contact the proper authorities.
- A **SERVICE CHARGE** of **\$30** will be added to the tuition for any returned check or returned automatic deduction. Should tuition payments and other fees listed in this Agreement NOT be paid as agreed upon herein, child care/webcam services may be terminated.
- There is a **\$25** monthly fee for our **WEBCAM SERVICES**. We require one month notice to discontinue this service. The full \$25 is required for partial month services. "Yes, I will pay \$25 monthly" _____ (Initial here). **OR** "No, I decline webcam services". _____ (Initial here).
- A one-time charge of **\$30** per child is required for the purchase of an **EMERGENCY EARTHQUAKE/DISASTER KIT**. (3 day survival supply)
- Kiddie Academy requires **WRITTEN NOTICE** at least **2 weeks** prior to your child's last day of attendance. Failure to provide the required advanced **WRITTEN NOTICE** will result in additional tuition obligations for the notice period. If after termination of your child's enrollment you re-enroll your child less than 30 days later, tuition will be due as if child care services had been provided on a continuous basis during the enrollment absence. Anytime you re-enroll your child, the registration fees will be due again regardless of any pre-paid fees.
- No one, other than the owners/operators of the Academy, may create, alter or modify this Agreement. All policy changes must be made in writing. Two weeks notice will be provided for all written modifications, by which the undersigned parents/guardians agree to abide.
- The owner/operator of this Kiddie Academy location is an independent contractor and a franchisee of Kiddie Academy International, Inc. ("Franchisor"). The undersigned agree to indemnify and hold Franchisor and franchisee harmless against any and all claims directly or indirectly arising from or related to Franchisee's operation of the Franchised Business and/or the Academy.
- **The parties have read and understand this Enrollment Agreement, including all information on the second page, which is a material part of this Enrollment Agreement. The signatures below constitute agreement with all such provisions on both pages. The 2 pages of this agreement constitute the entire Agreement (along with applicable provisions in the Parent Handbook and Addendum) between the parties.**

Form of Payment Received _____ \$ Amount _____

PARENT/GUARDIAN: _____ Date _____

Signature (Kiddie Academy Representative) _____ Date _____

(2) Signature _____ Date _____

Copy Given to Parents Copy Faxed to Kiddie Academy Corporate Office

THE FOLLOWING ITEMS FORM A MATERIAL PART OF THIS AGREEMENT

All necessary forms such as emergency card, enrollment agreement, health and immunization records, etc. must be completed prior to your child attending the center. The Physicians Report must be received within 30 days of your child's start date.

Breakfast, Lunch, and two afternoon snacks will be provided depending upon the program in which your child is enrolled. Due to children's allergies, we are a no-nut facility. Students are NOT permitted to bring any food into the Center unless the parent/guardian receives approval from the Owner or Center Director.

A complete change of clothing must be available at the Center for your child. Please be aware of the time of year when preparing this extra set of clothing. Please place your child's name on every article of clothing and deliver the clothing to the Center in a large labeled zip-lock bag. These extra clothes will be stored in a container in his/her classroom. For children enrolling in our full-day program, a crib sheet, blanket, small pillow (if needed), and pillowcase should be brought to the Academy every Monday and be taken home from the Center every Friday for laundering. These items MUST be labeled and kept inside a labeled bag. We are not responsible for lost or stolen articles.

All children attending a Kiddie Academy Center participate in outdoor play (weather permitting). Please dress your child appropriately, including comfortable, secure shoes, so that your child can enjoy playing outside. If your child suffers from a medical condition preventing him/her from participating in outdoor play, a note from your pediatrician is required.

NO medication may be administered to your child in the Center unless the medication is in its original container and box, your child's full name is on the container, the prescription, and it is accompanied by a completed "Physician's Medication Order Form." Please obtain a copy of this form before you visit your child's doctor. We can only administer medication according to the directions on the container.

The parents/guardians whose names appear on the first page of this Enrollment Agreement hereby agree to permit Kiddie Academy to administer first aid and/or obtain medical treatment for the child whose name appears on the first page of this Enrollment agreement in the event of any injury to the child. The parents/guardians whose names appear on the first page of this Enrollment Agreement hereby agree to pay all expenses incurred for such first aide and/or medical treatment and to indemnify Kiddie Academy and hold Kiddie Academy harmless against any liability arising from or related to such first aid and/or medical treatment.

Kiddie Academy may terminate this Enrollment Agreement at any time upon written notice. Kiddie Academy reserves the right to terminate the enrollment of any child who is unable to adjust to the Academy's program.

Kiddie Academy does not discriminate on the basis of race, color, national origin, cultural heritage, sex or marital status.

The parents/guardians whose names appear on the first page of this Enrollment Agreement acknowledge and understand that Kiddie Academy MUST receive proper authorization IN WRITING to release a child to individuals NOT listed on this Enrollment Agreement.

The parents/guardians whose names appear on the first page of this Enrollment Agreement acknowledge and agree that they shall be liable for any and all costs incurred by Kiddie Academy arising from or relating to the collection of Tuition, Late Fees and/or Service Charges which are not paid as specified in this Enrollment Agreement, including any and all attorneys fees and court costs. They may also be liable for interest, charged at the legal rate, for all outstanding balances.

Periodically, Kiddie Academy may institute increases in Tuition and/or other fees. Such increases shall not effect the other terms contained in this Enrollment Agreement. All other terms shall remain in full force or effect.

All parents/guardians agree that should their child(ren) be the subject of an executed, court approved custody, separation or other form of legally enforceable agreement determining the custodial status of such child(ren), they shall provide copies of all such agreements to Kiddie Academy and shall provide to Kiddie Academy any and all changes, amendments and updates to such agreements in a timely manner.

Kiddie Academy uses webcams for parent online viewing only; no public viewing is available or permitted. The webcams show partial views of the classroom and playgrounds only. Video recordings may be used for training and/or security purposes. I hereby authorize my child to be shown and recorded via the webcams.

The State of California's Community Care Licensing Division has the authority to interview children and staff without prior consent, and to inspect or audit the child care records stored in the academy without prior written consent.

Modifications to the Agreement, including, but not limited to, changes in basic rate change, must be provided to a child's parent or guardian at least thirty (30) calendar days prior to such modification becoming enforceable. Agreements involving children whose care is funded at government prescribed rates may specify that the effective date of a government mandated rate change shall be considered the effective date for basic service rate modifications and that no prior notice is necessary.

Please refer to the Center's Parent Handbook and Addendum for further information regarding Kiddie Academy's policies. Any failure to comply with the terms of the Parent Handbook or this Agreement could result in termination of your child's enrollment.

Parent/Guardian Initials