



Enrollment Agreement 2017/2018

Please read the following information, complete the final page, and return to A Child's Garden. If you have questions or concerns about this enrollment agreement, contact Ms. Anna at (541) 848-8821 or achildsgarden.anna@gmail.com.

ADMINISTRATIVE STAFF

Owner: Rita Thomasberg

Director: Ms. Anna

Substitute Director: Ms. Sheila

SCHOOL HOURS

Morning Program runs from 9:00 a.m. to 1:00 p.m.

Extended Care Programs run from 7:45 a.m. to 9:00 a.m., and 1:00 p.m. to 5:45 p.m.

REGISTRATION

The registration fee is \$100.00 per family, per year, and is nonrefundable. This fee must accompany the registration in order to hold a child's spot in the school.

TUITION

Tuition is due on the 1st of each month.

Tuition is calculated based on a nine month school year, from September until May, and is equally divided over these months. A supply fee is included in the tuition totals.

A statement of the tuition due will be provided every month, prior to the 1st. This statement will include all charges (regular tuition and extended care).

If paying by check, they should be made payable to: A Child's Garden LLC.

A Child's Garden will be closed the following days: Labor Day, Thanksgiving Day and the day after, two weeks for Christmas vacation (in conjunction with the Bend/LaPine School Calendar), two days in November for Teacher's Training Conference (this may move to February), one week Spring Break (in conjunction with the Bend/LaPine School Calendar), Veteran's Day, President's Day, Memorial Day, M.L.K. Jr. Day (see School calendar for additional details).

If a day is missed during the month due to illness or other personal reasons, the day cannot be made up or traded, unless specific arrangements have been made with Ms. Anna.

EXTENDED CARE

Families who choose Extended Care are required to pay a \$100 deposit. This deposit will be returned at the end of the year if there is no balance owed for Extended Care. Extended Care is invoiced the month following Extended Care attendance.

LEAVING A CHILD'S GARDEN

If you choose to leave A Child's Garden, a 30-day notice is required. If notice is not given, payment of one full month of tuition will be due in addition to any other balance owed at that time. Any other arrangement needs to be made with Ms. Anna. A child's records will be given upon request.



FEES:

In addition to the registration fee and regular tuition, the following fees may be applied:

1. For tuition paid after the 5th of the month a \$40.00 late fee will be charged on the next invoice.
2. For children picked up from extended care after 5:45 p.m., a \$15.00 fee will be charged. At 6:00 p.m., a \$1.00/minute fee will be charged on top of the \$15.00 fee.
3. Children picked-up after 1:15 p.m., without stating an estimated time out on the sign-in sheet, will be charged a \$5.00 drop-in fee and any extended care will be charged from 1:00 p.m. until they are picked up.
4. Returned checks will be charged a \$25.00 fee on the next invoice.

DROP OFF & PICK UP

You are required to pick-up and depart with your child/ren by 1:15 p.m. from the morning program and 5:45 p.m. from Extended Care, unless other arrangements have been made.

Sign-in time is when you arrive with your child and sign-out time is when you actually leave the school not when you arrive to pick-up.

A CHILD'S GARDEN REQUESTS:

Before School

~ We ask that your child/ren abstain from screen time before school, and limit viewing and usage at other times.

~ We ask that you establish a morning routine of arrival and departure, for easier transitioning for your children.

Lunches

~ Your child/ren's nutrition is important to us and we ask you to help by packing a healthy lunch, limiting processed foods, sugars and no candy.

Rest Time

~ To respect the continuity of the rest time, we ask that you pick your child up before 1:30 p.m. or after 2:30 p.m.

Signing-in and out

~ When signing-in on arrival please record the time-in, as the time you come through the door, and also record the estimated time, which is the time you think you will be picking up.

~ Time-out is the time in which you arrive to pick-up your child/ren, not the time you go out the door. Please remember to sign-out, it is very important.

Clothing

~ If possible, please label your children's clothing.

~ Please refrain from having your child wear T.V./Movie character clothing.

~ Leave a change of clothes available at school for the unexpected, and extra diapers if necessary.

~ You may bring a swimsuit and towel to leave at school for fun in the sprinkler.

Contact numbers:

School: (541) 617-0434 or (541) 848-9131.

Ms. Anna: (541) 848-8821; achildsgarden.anna@gmail.com



ACKNOWLEDGEMENT

I _____ the parent of _____ have read the
(name) (child's name)
enrollment agreement information. I understand and agree to that which is stated above.

Signature _____ Date ____/____/____
(parent)

Signature _____ Date ____/____/____
(class teacher)

A Child's Garden LLC does not discriminate on the basis of race, color, creed, physical handicap, national or ethnic origins, in administration of its admissions policies or school programs

I _____ give my permission to current staff at A Child's Garden to carry out the requests below. Please circle: YES or NO.

- 1 - To apply sunscreen to my child/ren while at school. YES or NO
2 - To e-mail me with information regarding school notices, e.g., upcoming events, cancellations, invoicing, etc. YES or NO.

My E-mail address is: _____

- 3 - To include our name, address and phone number on a list given to current families of A Child's Garden LLC, as a way for families to network, arrange play dates etc. YES or NO.
4 - That photographs taken at school or on field trips can be used, by A Child's Garden LLC only, on school material and advertising. YES or NO.
5 - To allow the teachers to use tweezers to remove splinters. YES or NO

Parent signature _____ Date ____/____/____