

Southland Park Learning Center Enrollment Agreement

1. I agree to pay a **non-refundable** registration fee of \$100.00 (one child), or \$150.00 (for two or more children). I understand that if I choose to withdraw my child and re-enroll at another time that I will have to pay another \$100.00 or \$150.00 registration fee.
2. I understand that I must submit a copy of my child's immunization record, and all applicable paperwork before enrollment.
3. I agree to pay a **weekly** tuition of _____. A **\$50.00 NSF fee** will be charged for each returned check. Accounts with more than 1 NSF check must pay by money order, cash, or debit/credit card.
4. I agree to pay my tuition in advance by **Monday** of the week being used. Tuition is considered late, if by Wednesday morning the account has a balance for the week being used. A late fee of **\$25.00** will apply for tuition not received by Wednesday morning for the week being used.
5. I understand my child/children will not be accepted for care, if the account is more than two weeks behind. We reserve the right to drop your child from our rolls. Students will not be re-admitted until the account is paid in **FULL**.
6. Once I enroll my child, I am responsible for the tuition every week whether my child is present or absent for any reason (**school age children**). Credit will not be given for holidays/bad weather closures. We do not give credits for school age children during the school year.
7. SPLC is closed for the following holidays:
 - New Year's Day
 - Martin Luther King
 - Good Friday
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
 - Black Friday (the Friday/day after Thanksgiving)
 - Closed 2 days for Christmas
 - Close @ 1 on New Year's Eve
8. I understand the 2 days that we are closed for Christmas will vary each year. If a holiday is on a Sunday, we will be closed on Monday; if it is on a Saturday we will be closed on Friday.
9. I understand in order to participate in SPLC's SUMMER program; I must sign an agreement, thereby obligating to pay for the entire summer. I understand half tuition fees only apply during the **SUMMER** school age program, and the child must be absent the **ENTIRE WEEK (Monday-Friday)**.
10. I understand half tuition fees only apply to the Toddler and Preschool Programs year round and the child must be absent the **ENTIRE WEEK (Monday-Friday)**.
11. I agree to pick up my child by 6:00 p.m., or have alternate pick-up arrangements. I understand that after 6:00 p.m. the late fee is \$3.00 a minute, per child. SPLC reserves the right to drop children from our rolls who are continually being picked up after closing time.
12. I understand SPLC will only release my child/children to those authorized to the center in **WRITING**. You must fill out an add/delete form on any changes of information pertinent to your child.
13. I understand the covered awning is reserved for our **SCHOOL AGE CHILDREN ONLY**. Any parents with toddler/preschool children must park and come inside to pick up their child/children.

14. I understand that if my child should be absent for ANY reason, I should notify the office. It is especially important for parents of school age children riding our afternoon buses to notify the office before 2:00 p.m., if their child will be absent.
15. I understand that I may be asked to find alternate services for my child for the following reasons:
- Aggressiveness towards other children or staff
 - Biting (see biting policy in brochure)
 - Improper use of language
 - Any condition or behavior that requires more care than our teacher/child ratios can provide
 - Any action or behavior by a parent/relative that is considered detrimental to the well being of the center
16. I understand that if my child should become ill while at SPLC, I must pick them up under the following conditions:
- Child is running a fever of 101°F or above (Must be fever free 24 hours to return)
 - Child has had two or more loose bowel movements
 - Child is vomiting
 - Child is showing signs of childhood diseases, such as chicken pox, etc. (Must have Doctor's note to return)
 - Child has head lice (No egg policy)
17. We kindly request no electronics, cell phones, blankets, or pillows be brought to the center. I understand if these items are brought into the center, SPLC will not be responsible for lost/stolen/damaged merchandise.
18. I understand that SPLC requires a two week's notice for withdrawal, which must be reported to a Director/Asst. Director. If you fail to give notice of withdrawal, you are responsible for any fees applied for holding your child/children's place.

I have read and understand the above policies of the center, and will comply with them.

Parent/Guardian

Date

SPLC Office Personnel

Date