



Enrollment Agreement 2011-2012

1. The 2011-2012 school year is September 6, 2011 through June 8, 2012.
2. The program's hours of operation are Monday through Friday 5:30 am - 6:30 pm.
3. The extended hours of operation are Monday through Friday 6:30 pm – 11:00 pm.
4. I understand that weekly tuition includes milk, breakfast, and am / pm snacks. I will provide formula / bottles, diapers, pull-ups and wipes as needed (if applicable).
5. There is a \$50 annual and non-refundable registration fee (\$150.00 for Junior Kindergarten and Kindergarten).
6. **Tuition is due on the Friday before the week of care is provided.**
7. Tuition is automatically debited from your checking account using Tuition Express. If you choose not to participate, a \$2.50 handling fee will be billed to your account each week for paying by cash or check.
8. **A late fee of \$15 will be charged to your account if tuition is not paid by Friday at 6:30 pm.
9. If your child is in attendance for more than 10 hours a day, a \$5 per hour fee for each hour after 10 hours will be assessed to your account up to 6:30 pm.
10. A \$25 returned check fee will be charged to your account for all NSF charges. You may be required to pay by money order, thereafter.
11. Once your account is more than one week in arrears, your child may not return until your account is paid up to date, including the current week.
12. It is required to sign your child in and out daily using the Procure Software located in the front lobby.
13. It is required to fill out a schedule form regarding your child's days and hours. Two weeks notice is required in order to make any changes to this schedule. All schedule changes are subject to availability. If your child needs to attend on a day that they are not normally scheduled, you must contact the front office to request availability for the additional days when there is availability in the classroom. Your account will be charged for the additional day. We are not able to swap days for holidays, absences, etc.
14. Extended Care hourly charges for your child will be applied to your account if your child is in attendance after 6:30 pm.
15. The program will be closed the following days: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas, at noon on Christmas Eve and at 3pm on New Year's Eve. If the holiday falls on the weekend, the program will close in accordance with local observances.
16. There will be no discounts for absences or holidays.
17. Each family will be allowed two weeks' vacation per year. One week to be used between September 1 and February 28 the second week to be used between March 1 and August 31. You may not bank unused vacation weeks for the next year. A two week **written** notice is required for vacation.
18. Two weeks written notice is required for withdrawal from the program. Vacation weeks **MAY NOT** be used as part of your two week notice.
19. I understand that Planet Kids has a non-compete clause for employees and parents. Parents may not employ Planet Kids employees during any hours that conflict with Planet Kids hours of operation or solicit them.
20. I give Planet Kids permission to photograph and /or videotape my child while in attendance. These photos may be used in marketing and advertising for Planet Kids.

Child's Name _____

I hereby understand and agree to abide by this enrollment agreement:

Parent's Signature

Date

Printed Name