



Hours: 6:30am-6:30pm

Payment of fees: I agree to pay the tuition fee per week by the Friday 6:30P.M, before the week of participation. Should the fee become delinquent by Monday at 6:30P.M, immediate withdrawal of my child will be requested until the entire overdue balance is paid in full I also understand that my child's position will not be reserved for the class. If a child is absent, from the center, the last business day of the week, payment is due the first day the child returns to center. If payment is not received when the child returns to center, the child will be withdrawn from the center.

2. **Cash Payment** I understand that Baby Genius Day Care Center will not be held responsible for cash payments made without receipt.
3. **Late Fee** I agree to pay a late fee of \$5.00 if tuition is not paid by Friday 6:30P.M.
4. **Registration Fee** I agree to pay a one time \$50 non-refundable registration fee due before enrollment can proceed.
5. **Material Fee** I agree to pay a one time \$75 non-refundable material fee due by September 1<sup>st</sup> or at the time of enrollment. This will pay for my child's school supplies.
6. **Deposit** I agree to pay a deposit which equals \$250. This deposit is refundable only if I notify Baby Genius Day Care Center in writing at least two weeks in advance regarding my child's withdrawal. I understand that if my child is dismissed from Center's program for reasons stated in Center's Handbook, my deposit becomes non-refundable.
7. **Late Pick-Up Charge** I understand that if my child remains at the Center past the designated closing, I will be charged and agree to pay late pick-up fee. Late fees are effective at 7:01 P.M. at a rate of \$1.00 per minute. See Center's Handbook for details.
8. **Returned Check Policy** I understand and agree to pay a \$25.00 in addition to the \$5.00 late fee for any check that is returned from the bank. I agree to pay all future tuition in cash, cashier's check or money order, if a second check is returned during a year.

9. **Service Provided** Care is provided for children 6 weeks through young school age (Infants, Toddlers, Pre-school, Kindergarten and Young School Age). Breakfast, lunch, afternoon snack and light dinner are included.

10. **Holidays** I understand that Baby Genius Day Care Center will observe the following holidays during which the center will be **closed**:

Labor Day      Christmas Eve & Day      Thanksgiving Day & Friday  
Independence Day      New Year's Eve & Day      Memorial Day July 4<sup>th</sup>

11. **Refund and Absentee Policy** I understand that **NO Refunds** will be made for days missed due to **illness, snow, vacation, or holiday**. The full tuition is payable each week that my child is enrolled. Exceptions to this policy are only given for a scheduled vacation\*, or if my child is ill during full week\*\*.

\*Written notice required two weeks prior to vacation.

\*\*Full week is the same as days scheduled to attend.

12. **Withdrawal** I understand that **written notice** required **two weeks** prior to withdrawal. If this notice is not given, I agree to pay one week additional tuition and my deposit will be kept as a last week's payment.

13. Should the Director determine that my child cannot adjust to the center's program, the child will be withdrawn after a week's notice and this agreement will be terminated.

14. **Hold Harmless** It is agreed that Baby Genius Day Care Center will not be responsible for any adverse occurrences that should arise by you employing a Baby Genius Day Care Center staff member for personal services. It is also understood that should a request for a staff member to transport my child to or from the center, I understand that Baby Genius Day Care Center is not responsible for any accidents or injuries that may occur. Baby Genius Day Care Center will not be responsible or held liable for items brought from home that are lost; stolen or damaged. Parents are urged not to send valuables, money, jewelry, or toys to school with the children.

15. **Tax Identification Number** It is agreed and understood that if my tuition account is not current, the EIN number will not be released until my account is paid in full.

16. **Release of Child** I understand that my child will not be released to an authorized pick-up or myself should the center staff suspect person to be under the influence of drugs or alcohol. I further understand that my child must be in a proper seat restraint appropriate for his/her age and weight. I further understand that without a court order my child may be released to the parent or custodian whether listed on the application or not with the approval of the local authorities.

**17. Return of Required Forms and Papers** *It is agreed that I will return state and center required forms (i.e. medical forms) when they are due or I may be asked to keep my child at home until all required forms are submitted. If you wish for service to continue upon return, all tuition is due for the period that child was kept at home. Should this tuition not be promptly paid, the child will have to be permanently withdrawn. I also understand that it is my responsibility to make sure that my child's health assessment is kept current each year with a physical and my emergency contact is updated every 6 months along with a periodic review every 6 months of my tuition agreement.*

**18. Responsibility of Child's Belongings** *I agree that Baby Genius Day Care Center will not be responsible for my child's belongings should I fail to pick them up within 10 days after my child's last day of enrollment. All belongings must be labeled w/child's initials. Baby Genius has a "lost and found" box which is emptied out on a 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. I understand that those belongings may be donated to a charity of Baby Genius Day Care Center's choice or distributed among other children in the center.*

19. *This parent agreement is subjected to change within 2 week's notice.*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of parent/guardian)

\_\_\_\_\_  
S.S.#

**Periodic Review**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of parent/guardian)