

# Rising Star Learning Academy

\*\*\*\*\* ENROLLMENT CONTRACT \*\*\*\*\*

**\*\*There is a yearly enrollment fee of \$85.00\*\***  
(This includes a shirt)

Fee: \$125.00 weekly or \$30.00 a day per child  
\$65.00 weekly after school - Add \$15.00 if child is not potty trained

1. Our hours are Monday/Tuesday/Wednesday/Thursday/Friday from 7:00 a.m. to 6:00 p.m.
2. We will take the following days as Holidays with pay, when they fall on a weekday:  
*New Years Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving and December 24th through December 26th. See Holiday-Vacations Form for details. We will also close at 3:00 the day before Thanksgiving. The Academy will also shut down one (1) week every summer with pay during the week of Memorial Day. This allows our teachers and staff to come together to discuss and implement a plan for the upcoming school year for the children.*
3. Fee is required in advance for the upcoming week and is due at drop-off time on Monday morning. If payment is not received on the due date there will be a \$10.00 per day late fee added to your account. Payments can be made with Cash or Check. We also accept Credit Cards (Visa, Mastercard, Discover, and American Express. Please note: There will be a 3% processing fee on all credit card payments. There will be a \$40.00 fee on all returned checks. If this occurs more than 1 time, we will no longer accept personal checks as payment from you for a 6 month period. During this time CASH OR CREDIT CARD payments will be accepted only.
4. If your child will not be attending, or will be arriving late, a phone call no later than 9:00 a.m will be expected. (preschool teaching begins promptly at 9:00 a.m.)
5. Payment for your contracted hours is required whether your child is attends or not.
6. If your child is sick, (vomiting, fever of 100°+, chicken pox, etc...) your child CANNOT be brought to Rising Star Learning Academy under these conditions.
7. If your child gets sick while attending Rising Star Learning Academy, we will contact you or your emergency contact at the numbers that we have on file. Your child will be expected to be picked up within 45 minutes. If not picked up within 45 minutes your account will be charged at a rate of \$5.00 per minute.
8. Please notify us at once if you find out that your child has a contagious disease so that we can respond appropriately. We will also notify you if your child has been exposed to any contagious illnesses here at the academy.
9. Non-prescription medications may be given to a child only with a written daily request from the parent or guardian. Prescription medications will only be administered with a doctor's written orders. The medication should be in the original containers with your child's name and current expiry date. All medicines will be kept in a locked box.
10. We must have numbers where the parents or guardian can be reached, plus numbers of a personal physician or clinic. It is extremely important that these numbers be kept current, so that we may reach you when necessary, not just during emergencies.
11. We will release children only to their parents or guardian, or to persons authorized by their parent or guardian in writing. (If we have never met the person child is being released to, they will have to have some form of I.D.)

12. We need each child to have an extra set of clothing, (a complete set) that can be kept here at all times in case of accidents; (such as potty mishaps, spills, or soiled.) All items must be labeled with the child's name. Provider is not responsible for lost articles.

13. It is expected that each child be respectful to Rising Star Learning Academy's personal property. Any damages will be the responsibility of the parent or guardian.

14. An afternoon quiet time will be observed between 12:00 p.m. and 1:30 p.m. so that the children can get their rest. Your child will be required to rest quietly or sleep at this time. You will need to supply your child with a kindergarten nap mat. We will have blankets here or you may bring one from home if you want. All items must be labeled with child's name. We will wash all blankets weekly. Please let us know if your child has any allergies. We use Gain detergent to wash the blankets.

15. Discipline at Rising Star will be a positive re-enforcement. Time-outs will only be used as a last resort measure for behavior management.

16. There will be a monthly supply fee of 10.00 per child.

17. 2 snacks and drinks will be supplied daily to all children. Parents are responsible for breakfast and lunch daily. A 5.00 fee will be added to your account if lunch is not brought. For your convenience you may bring lunches a week in advance for your child.

18. All surfaces will be cleaned daily with Clorox wipes when the children leave.

19. All toys will be sanitized twice a week with a bleach solution.

20. Carpet will be cleaned daily when the children leave.

21. This academy is a 100% smoke free environment.

22. The academy is equipped with smoke detectors.

23. The academy is equipped with fire extinguishers and first-aid kits.

24. All teachers are trained in infant/child/adult healthcare CPR and first aid.

25. We will give you a two (2) weeks notice if we can no longer take care of your child. You must give us the same notice. If it does become necessary to remove your child without a two (2) week notice, you are still liable for payment of two (2) weeks of child care services, based on the fee agreed upon at the time of enrollment.

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Your signature below indicates that you have read the above and agree to these policies.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date