

____ **ENROLLMENT DOCUMENTS**

Parents must provide Registration Fee, Parent Provider Contract, Immunization Form and First Months Tuition. Immunization records must be kept current according to state law. It is the parents' responsibility to provide new immunization records when needed. If an Immunization is not received by the required date, your child will not be able to attend until it is received.

Please notify Issaquah Children's Academy in writing of any changes in address, phone numbers, employment, emergency information, or any family situations.

____ **SIGNING IN AND OUT**

According to Washington State law, parents must sign each child in and out on their attendance sheet with a complete signature. It is required that the parent/guardian walk in and physically sign their child in daily.

____ **REGISTRATION AND ENROLLMENT FEES**

A NON-REFUNDABLE registration fee of \$100.00 per child or \$150.00 per family and is payable at the time of enrollment and again at the time of re-enrollment for each new school year commencing in September. If you enroll the month of June, you will not need to pay another registration fee until September of the following year. **Payment of the registration fee obligates the payment of one month's tuition, whether or not the child attends.**

____ **WAITLIST**

If space is not immediately available, payment of a non-refundable registration fee will place the child/children on the waiting list.

____ **TUITION**

Tuition payments are due in advance by the 1st of every month if paying monthly or every Monday if paying weekly, unless other arrangements have been made with the director. A \$30.00 late fee will be charged the 3rd day of the month. There is a \$30.00 return check fee.

For school age children there will be an increase in charge for spring, winter, and summer breaks. Ask for details regarding your specific, contracted rate.

September of each year new tuition rates will be posted.

____ **ABSENCES**

There is no reduction of tuition for absences due to sickness, vacations, holidays, public school closures, or school closures due to inclement weather. Please see handbook as to inclement weather procedures.

____ **FIELD TRIPS**

A Charge for field trips will be billed monthly when there is a fee involved. You will be notified in advance.

____ **AGREEMENT NOT TO HIRE**

By accepting this agreement, you agree not to hire a present or past Issaquah Children's Academy employee for childcare related services. If you wish to employ such a staff member, our referral fee is \$2500. This fee is due within 30 days of notification from Issaquah Children's Academy. If the fee is not paid, Issaquah Children's Academy, reserves the right to pursue other methods of collection.

_____ **ILLNESS**

Parents must keep their child home if they have experienced fever, vomiting and or diarrhea during the last 24-hour period. If your child becomes sick, parents will be called to pickup child. Children must be on medication for 24 hours and have not fever for 24 hours and/or have a doctor's statement approving return.

_____ **MEDICATIONS**

Parents must complete the appropriate forms for medicine authorization. All medications must be approved in writing by both the parent and the child's physician prior to dispensing to child. Please do not leave any type of medication, prescribed or over the counter with your child or in the classroom. We do not administer over the counter medication without a doctor's note.

_____ **SCHEDULING**

Staffing schedules are set to meet state requirements. Arriving outside your regularly scheduled time compromises the classroom dynamics. Schedule changes must be put in writing and approved prior to change.

_____ **SPECIALISTS**

Specialists may be available at a minimum of one time per week for one half hour of classroom time. These programs are designed to provide an opportunity for your child to experience an additional learning enhancement to our already well rounded curriculum. **There are no additional charges for these programs.**

We will always welcome the opportunity of bringing in outside specialists when available. We have full programs on site for Sign Language, Art, Spanish and Music & Movement to provide a consistent base curriculum. These programs will be implemented by our full time teaching staff unless an outside specialist is available.

_____ **HOLIDAYS**

Issaquah Children's Academy will observe the following holidays: Labor Day, Thanksgiving and the Friday after, Christmas, New Years, President's Day and Memorial Day. Please reference the handbook for more specific details.

_____ **TRANSPORTATION**

I give permission to Issaquah Children's Academy, to take my child on supervised excursions where transportation is provided. I will be notified of these field trips in advance. If transportation is to be provided to a surrounding elementary school, I authorize Issaquah Children's Academy to provide this service.

_____ **TERMINATION OF SERVICES**

- It is required that you give a written, four-week advance notice of withdrawal. **Parents are obligated to pay for these four weeks**, even if the child can not attend. Any actions by parents or children that adversely affect Issaquah Children's Academy's program, including non-payment, may be cause for immediate termination without prior notice and without refund of any pre-paid funds. Parent may also be responsible for 30 days of tuition from termination of services date.
- You have the right to choose how you pay tuition by check OR credit card, but **we require a credit card or debit card number for your four-week written notice period in advance.**

____ CONTRACT RENEWAL

Your contract will automatically renew in September of each year. When your account is billed the registration fee along with your tuition in the month of September, if you have not given a 30-day written notice by this time, your contract is automatically renewed and a 30-day written notice will be required to terminate services.

____ BABYSITTING BY STAFF MEMBERS

Babysitting by our staff members is not allowed. This will avoid any potential conflict

____ LATE PICK-UP

For pick-ups after 6:30 p.m., a charge of \$1 for every minute will be charged. After 15 minutes, the charge will be doubled. If a late charge is assessed three times in a year, your contract may be reviewed for possible termination.

____ TERMINATION OF THE CONTRACT

- This agreement shall be terminated if any or more of the following occur:
- The parents of the child give a four-week notice of withdrawal.
- The parents or guardians of the child allow their account to become delinquent.
- Failure of the parents or guardians to honor the obligations listed in this agreement or in any written policies provided by the school.
- Issaquah Children's Academy in its sole and unfettered discretion determines that it is not in the best interest of the school or the children it serves to have the child in attendance.
- Failure of the child's parents or guardians to cooperate with Issaquah Children's Academy in matters which the school determines serious enough to warrant termination.

SIGNATURES TO AGREEMENT

Child care services will be provided by Issaquah Children's Academy, in accordance with the terms of this contract, I agree to cooperate with the general policies of the school and to perform the obligations of parents (or guardians) as set forth in this contract and hand book. My signature below indicates that I have read the terms of this agreement and handbook and that all my questions have been answered to my full satisfaction.

I HAVE READ THIS CONTRACT AND AGREE TO ABIDE BY ITS CONTENTS.

Parent Signature

Date

Issaquah Children's Academy

Date

CONTRACT AUTOMATICALLY RENEWED, YEARLY IF NOTICE IS NOT GIVEN

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME

ITEMS YOU WILL NEED TO BRING:

INFANT ROOM

Diapers
Two changes of clothing
Under garments (onesie)
Socks
Bottles (for each feeding)
Baby food (if applicable)
Special blanket for crib and ride home

TODDLER 1 & 2 ROOMS

Special blanket or cuddly toy for napping
Change of clothes (check to make sure it fits monthly)

PRE-SCHOOL ROOM

Change of clothes (check to make sure it fits monthly)