

Endless Possibilities Learning Academy

(770) 347-7030 or support@earlycareevolution.com | Grayson, GA 30017

Parent(s) and Provider Agreement

This form must be completed in its entirety.

Child's Name Birthday

Parent Name (mother) Home # Work #

Address City State Zip Code

Parent Name (father) Home # Work #

Address City State Zip Code

Child's Enrollment Information	
Date of Admission:	<hr style="border: 1px solid black;"/>
Time child will attend:	_____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to _____ <input type="checkbox"/> a.m. to <input type="checkbox"/> p.m.
Days child will attend:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> 2 nd Saturday
Enrollment Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Before and After School Care <input type="checkbox"/> Drop-in <input type="checkbox"/> Hourly
Rate:	\$ _____ <input type="checkbox"/> weekly <input type="checkbox"/> day <input type="checkbox"/> hourly
Full-time/Part-time	Drop-in/Hourly
All rates are subject to change without prior notice. Parent(s) pay for the slot NOT attendance, meaning if the child does not attend for a full week, parent(s) will still have to pay tuition for that week, but availability is guaranteed for days and hours agreed upon, as long as the child is enrolled. Saturday NOT included. (Pays weekly)	All rates are subject to change without prior notice. Parent(s) who only pay for the days the child attend. Days or hours are NOT guaranteed for the child. Parent(s) must Call to check availability please note arrangements cannot be made more than a month in advance. Saturday included. (pays day to day)

Hours

Hours of operation are from 7:00 a.m. to 6:00 p.m. Monday thru Friday and the second (2nd) and fourth (4th) Saturday of every month 7:00 a.m. to 6:00 pm. Hours must not exceed over 55 hours a week (Monday-Friday) for full-time and 33 hours a week (Monday-Friday) for part-time, unless other arrangements have been agreed upon. Child must attend childcare by 9:30 a.m. or provider should be notified by 9:30 a.m. if the child will be coming in later on the day of or the child's spot will be forfeit on that day to someone on the waiting list or a drop-in. No child is allowed to be dropped off during nap time between the hours of 12:30 p.m. – 2:00 p.m. In the case of an emergency, the provider will contact the parent(s) when she is unable to care for the child on a scheduled day or week. Parent(s) arriving after closing to pick up their child will be charged a late fee of ten (\$10) dollars for the first fifteen minutes, per child and one (\$1) dollar per minute for each minute after the first 15 minutes, per child, payable when the child is picked up or before child can be dropped off the following business day.

Services

Full-time	Any child that attends four (4) days and no more than 55 hours a week, Monday – Friday.
Part-time	Any child that attends three (3) days and no more than 33 hours a week, Monday – Friday.
Drop-in (full-day)	Any child that attends on a day to day basis and no more than 11 hours per day.
Hourly	Any child that attends no more than 5 hours per day.
Before and After Care	ONLY children that attends Starling Elementary School.

Tuition

Full-time/Part-Time/School-Age

A one (1) week deposit and a non-refundable annual registration fee of twenty-five (\$25), is payable on the day of enrollment for each child, unless specified otherwise. The annual registration fee is due every year on August 1st. Weekly tuition is due every Friday and considered late the following Monday after closing at 6:00 p.m. At this time a late fee of thirty (\$30) dollars will be applied for each child the parent(s) has enrolled in the program. If parent(s) fails to pay the late payment of thirty (\$30) dollars plus tuition by the end of the week, the provider has the right to terminate this agreement and the child may not return the following week. Weekly child care tuition is based on the slots NOT attendance, meaning if your child do not attend tuition is still due. If the child attends two or more days in a week, a full week of tuition must be paid in full. If the child is out an entire week half (½) of tuition is due. Tuition is accepted in the form of a check or through online services.

A child who attends the program full-time, hours must not exceed 55 hours a week and 11 hours a day Monday through Friday. A child that attends part-time, hours must not exceed 33 hours a week 11 hours a day, Monday through Friday.

Before and after school care is for Starling Elementary only. If the child has an early release day from school or if school has a delayed start time, a fee of ten dollars (\$10) is due per child, per day which is due at the time of drop off. If the child will be out of school for the entire day an extra fee of fifteen (\$15) dollars is due per child, per day at the time of drop off. Note: These fees will be due along with regular weekly tuition for before and after school care.

For the week of spring break or any other week that child will be out of school for an entire week, a fee of one-hundred-twenty-five (\$125) dollars is due on Friday and considered late the following Monday after closing (6:00 p.m.). If the child will not be attending for the week of spring break or any other week, half (½) of tuition is due as scheduled.

All parent(s) are required to give a two (2) weeks written notice before permanently withdrawing the child from the program. This is mandatory, otherwise two (2) weeks' pay should be rendered to provider. This allows and ensures proper closing of the bookkeeping and setup for a new open enrollment.

Drop-ins/hourly

A non-refundable annual registration fee of twenty-five (\$25) dollars plus tuition is payable before the child can attend the program. The annual registration fee is due every year on August 1st. Drop-in tuition are always due before the child can attend and are non-refundable.

Hourly blocks are as followed and cannot be adjusted:

7 a.m. to 12 p.m.	12:15p.m. to 5:15 p.m.	2:00 p.m. to 6:00 pm
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Holiday and Vacation

The provider recognizes the following holidays: New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and the day after, and Christmas Eve, and Christmas Day. If a holiday falls on the weekend it will be honored on the following Monday. However, all tuition is due the Friday proceeding the holiday is observed on Monday. If tuition is not paid on Friday a late fee of thirty (\$30) dollars will be applied the following Monday after closing and must be paid before the child can return.

The provider is entitled to two weeks of paid vacation and one week unpaid for a total of three weeks. Provider will notify parent(s) two (2) weeks prior to a scheduled vacation. At the time of provider vacation half the weekly tuition is due as scheduled. In addition, parent(s) are required to notify provider two (2) weeks in advance before the child is to be withdrawn for vacation. During this time half (1/2) of the weekly tuition is required to reserve a space for the child's readmission.

Meals and Nutrition

When school is in session, parent(s) delivering their child after 8:30 a.m. must make sure their child has ate breakfast prior to being dropped off. Provider is not responsible for special meal(s) to an individual child. Parents will be presented with a menu each month and parent(s) will be responsible to provide child's food if they do not agree with what is on the menu. Provider will serve nutritional meals and snacks based upon the hours of care listed below.

Breakfast – 7:15 a.m.

Lunch – 11:00 a.m.

Snack – 3:00 p.m.

Absolutely no gum, candy, cookies, chips, or sodas are to be brought to the program. Parent(s) is responsible for providing formula, baby food, and food for special diets unless other arrangements have been made with provider. Parent(s) are responsible for labeling infant's name on all formula, bottles, baby bags, wipes, etc.

Please sign here if your child does not require a special diet. _____
Parent(s) Signature

Please sign here if your child does not require a special diet. _____
Parent(s) Signature

If your child has a special diet, please describe below;

Health and Safety Policy

To ensure a safe and healthy environment for the child and other children, each parent is responsible for submitting proof of immunization to the provider during enrollment and it must be up to date. If immunizations have not been or are not to be administered, because of a medical condition, a statement from the child's primary health care provider documenting the reason why the child is temporarily or permanently medically exempt from the immunization requirements. If immunizations are not to be administered because of the guardian(s) religious or philosophical beliefs, a legal exemption with notarization, waiver, or other state-specific required documentation signed by the parent/guardian should be provided to provider.

Provider reserves the right to determine when a child is too ill to be cared for in the program. If child becomes ill or conditions escalated, provider will use own discretion when determining the need for a child to be picked up and the child cannot return to the program within 24 hours of being sick. This includes having a fever and bad cold.

If the child has something other symptoms such as an unknown rash, provider must have a written statement from the child's doctor stating that it's safe for your child to re-enter the home daycare if the child contracted a contagious illness. Provider must have written permission before administering any medication. Medication will be given according to the label and doctor's instructions.

Anytime a child is hurt the property of the child care program, or if the child have any adverse reaction to medication or food, provider will complete an incident report for all non-emergencies and it must be signed by parent(s) and provider. If it is an emergency the proper steps will be taking to ensure the child's well-being.

Permission to secure Emergency Medical Treatment

I, _____ parent of _____ age ____ give permission to the provider, Octavia Dixon with a copy of my child's medical insurance to secure and authorize such emergency medical care and/or treatment as my child might require while under supervision. I agree to pay all cost and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent.

Note: Every effort will be made to notify parent(s) IMMEDIATELY in case of an emergency.

Parent Signature

Date

Parent Signature

Date

Discipline Policy

Children are very precious and lovable and need a lot of love and attention. Here at Endless Possibilities the children will be provided with lots of love, attention, schooling, and fairness. The provider has the right to reprimand the child when he or she misbehaves. Discipline will be in the form of "time-out" appropriate for child's age group. If a child's behavior becomes uncontrollable the provider will setup a meeting with the parent(s) to discuss child's behavior and to implement a correction plan. Biting, cursing, fighting, talking back, and/or any other belligerent behavior will not be tolerated. After talking with the parent(s) in an effort to correct the problem, the provider has the right to determine if the problem has been properly corrected. If the provider determined that the problem has not corrected, the provider will issue a notice to the parent(s) for termination of child care services.

Termination Policy

This contract may be terminated by either parent/guardian or provider by given a two (2) weeks written notice in advance of the ending date. Payment by parent/guardian is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. Failure by the provider to enforce one or more terms of the contract does not waive the right to provider to enforce any other terms of the contract. If the rules and policies set forth are not followed, Endless Possibilities Learning Academy reserve the right to terminate this agreement at will. Services offered can be terminated immediately for any of the following reasons, but not limited to:

- Failure to comply with contract.
- Destructive or hurtful behavior of the child persists after correction plan has been implemented.
- Repeated failure to pick up the child at scheduled times.
- Non-payment of childcare services and/or late fees or recurring late payments.
- Disrespectful towards provider, such as making false complaint to, bad mouthing other parents, threats of violence, etc.
- Inability to meet child's needs.

Endless Possibilities will not be responsible for any legal cost incurred, in the event legal services are needed.

Weather

In the event that severe weather is eminent during normal business hours, the provider will notify parent(s) whether the program will be closing early. If a warning is issued during or after the scheduled closing of the program, the provider will contact each parent to inform them if the program will not be opening the following day. In the event the program does not open for the full week, because of weather half (1/2) tuition will be due.

Transportation

If there is a field trip and children will be transported parent(s) will be inform parent(s). Children will be transported in a safe operating automobile covered by insurance and operated by a licensed driver. All children will be in a seat belt or car seat whichever is suitable for his or her age and weight.

Non-Discrimination Policy

No Child will be discriminated against on the basis of race or religion.

Liability Notice

This facility does not carry liability insurance coverage sufficient to protect the child in the event of an injury, etc.

Mandated Reporter

As a child care provider, I am required to report any suspected child abuse or neglect.

Parent(s) Rights

Parents have the rights to access this facility anytime their child is in care and to review a copy of the facility’s latest licensure evaluation report. Parents are free to call or text during nap time (12:30 p.m. to 2:00 p.m.) to see how their child is doing.

Parent(s)/Provider Responsibilities

Parents are responsible for diapers, wipes, formula, blankets, a change of clothes, baby food, and bottles or cups. For each diaper the provider has to provide, parent(s) will be charged \$3.50 for each diaper used. For each can of milk formula parent(s) will be charged ten (\$10) dollars, and two (2.50) dollars and fifty cent for each can of baby food. Parent(s) will be responsible to pay this amount at the time of pick up.

Provider is responsible for breakfast, lunch, and pm snack. The provider is also responsible for quality care, educational activities, nutritional meals, and providing a safe and loving environment for each child.

I hereby acknowledge that I/we have read and understand the terms of this contract. I/we will adhere to the aforementioned terms or a letter of dismissal will be given from the provider two weeks in advance to make other provisions for the care of my child. The provider may amend the policies by giving the parent(s)/guardian(s) a copy of the new or changed polices at least two (2) weeks before they go into effect. By signing below I am giving you consent for childcare services to be rendered.

Print Name (Parent)	Parent’s Signature	Date
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Print Name (Parent)	Parent’s Signature	Date
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Print Name (Provider)	Provider’s Signature	Date
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