



ADMISSIONS AGREEMENT

FINANCIAL INFORMATION

- Annual **\$50.00** registration fee **NON-refundable**.
- Tuition is due each Friday prior to service being provided.
- All Tuition fees are outlined in the attached fee schedule.
- Tuition is based on full time attendance and is not reduced for absence, minimum, shortened school days, or legal holidays including the entire Thanksgiving Week.
- Automatic weekly debits with a credit/debit card are the required method of payment.
- The only time a cash/check payment is acceptable, is when enrolling in the program, a non-scheduled drop in fee, a late pick up fee or there has been a credit/debit card replacement.
- **Once a payment has been received, no refunds will be issued.**
- **There are no refunds given for sickness, absences or family vacations.**
- **A fee of \$35.00 will apply to any return check.**
- **A fee of \$15.00 will apply to any declined credit/debit card.**
- **A fee of \$10.00 will apply (per signature) if failure to sign your child IN or OUT**
- **A fee of \$5.00 will apply (per day) if payment is not paid on time. (A late fee can be charged by a decline of credit/debit card and/or a returned check.)**
- Parents are required to give a written 2 week withdrawal notice from the program. Please include your child's name on all correspondence, and all withdrawals are effective on the first Monday following your 2 week written notice, not during the middle of the week. **Those two weeks are required to be pre-paid prior to the effective date of the 2 week notice and is non-refundable**
- Parents will receive an annual tuition statement via email no later than January 31st of the following year. Paper statements will be provided upon request.

ARRIVAL AND DISMISSAL

- You must sign your child IN and OUT daily - a full legal signature is required; **INITIALS** are not acceptable.
- Failure to sign your child(ren) in or out may result in termination from the program.
- All persons must be authorized in writing to pick up your child(ren).
- **A fee of \$3.00 (per minute) will apply for Late Pick-Up – The KIDS FIRST program ends at 6:00 pm.** If you are more than 30 minutes late, the next person on the emergency form will be called and if your child is not picked up within one hours, the police will be called.



BEHAVIOR

- All children are required to abide by the Kids First code of conduct.
- Negative behavior, such as excessive talking, being disrespectful to other children, teachers or staff, disrupting others and verbal and/or physical abuse, is not permitted. Such behavior is grounds for termination from the program.
- Parents will be contacted promptly should any behavior issues or concerns arise.
- KIDS FIRST staff will never ridicule or harass a child. Corporal punishment in any form is not tolerated, condoned or otherwise accepted.

REASONS FOR TERMINATION

- Disruptive behavior that does not improve even after conferencing with parent.
- Excessive late pick-ups.
- Consistently not signing your child **IN or OUT**
- Failure to pay **TUITION** and fees (**ON TIME**)
- Any other breach of contract.

TERMS

- Your child must be a student enrolled in the KIDS FIRST program.
- KIDS FIRST program will operate after school when school is in session. During Holiday Recess and Summer Vacation, KIDS FIRST will operate provided that enough children are enrolled during these times.

***DROP INS SCHEDULING AND FEES**

- Drop In's will only be available for KIDS FIRST registered students.
- Refer to the Tuition Rate Sheet for pm drop in fees.



ADMISSIONS AGREEMENT

I have read, understand and agree to the terms of the Admissions Agreement.

Child's Name: _____ Grade: _____
(Please print clearly)

Child's Name: _____ Grade: _____
(Please print clearly)

Child's Name: _____ Grade: _____
(Please print clearly)

Child's Name: _____ Grade: _____
(Please print clearly)

School: _____

Home Address: _____

Phone Number: _____

Email Address: _____

Parent/Guardian Name: _____
(Please print clearly)

Parent/Guardian Name: _____
(Please print clearly)

Date: _____