



# KIDS FIRST LEARNING CENTER

Six-Month Contract

Admission Agreement

(You will receive a COPY of this form after enrollment)

**KIDS FIRST** is privately funded. Your cooperation in keeping this financial agreement allows the school to continue to function in a way that is most beneficial to your child (ren). The following is based on experience, which has taught the importance of establishing a clear understanding from the beginning, between the school and parents.

- 1. PAYMENT POLICY**—Tuition is due by the **1<sup>st</sup> of each month**. Monthly Rates: **\$780.00** (F/T) or **\$300.00** (P/T Afterschool Program—Kindergartners only). Checks need to be written to **Lori Jean Phipps**, *not* Kids First. There is a **3-day** grace period. There is a **\$10.00** late fee charge—**per day**, *after the 3<sup>rd</sup>*. Returned checks will be assessed a **\$15.00** service charge. Failure to make monthly payments will result in the termination of this contract. If paying via Venmo, please add \$30 to cover their fees: @MISSLORlbigkid
- 2. SERVICES OFFERED**—Arts and Crafts, Music, Science and Math Lessons, Creative Drama Experiences, Challenging Games and AM/PM Snacks. Visitors are optional services.
- 3. THE SCHOOL'S BUDGET**—is figured on a yearly basis, and the tuition parents pay is divided into equal monthly payments. Therefore, no credit will be given for the specified *holidays* listed in the parent brochure and the *two weeks of school vacation*—ONE week in Winter (December), and ONE week in Summer (June).
- 4. NO FEE ADJUSTMENTS**—can be made for absence due to illness.
- 5. NO EXCESSIVE DAILY TEXTING**—in order to be fully present to teach a highly structured academic program, and supervise the students properly. Naturally, texting in the beginning with updates, and when necessary, to communicate whether a child is ill, is acceptable. Detailed daily notes of what we do each day are posted on the Parent Board, and pictures are available on my Facebook page. [www.facebook.com/lori.phipps.73](http://www.facebook.com/lori.phipps.73)
- 6. BY SIGNING THIS AGREEMENT FORM**—you (the parent) are committing to keep your child (ren) enrolled for a period of, (at least) SIX months. **Kids First's** hours of operation are from **7:30 am—5:00 pm M-F**.



My child will be attending, beginning \_\_\_\_\_ (Month/Year).

(Please ☒ check which program you are enrolling your child in)

**Preschool & Childcare** Program \$780 per month (7:30 am—5:00 pm) \_\_\_\_\_ Full-Time

**Childcare PM** Program \$300 per month [*Kindergartner ONLY*] (2:00 pm—5:00 pm) \_\_\_\_\_ Part-Time

(Please indicate the approximate time of drop off and pick up)

My child will be attending from \_\_\_\_\_ (am) to \_\_\_\_\_ (pm)

**After the contract expires, it becomes a month-to-month agreement.**

- 7. IF A PARENT MUST WITHDRAW**—their child (ren) from the program because of a special circumstance, at least a month's notice is required in writing.
- 8. KIDS FIRST HAS THE RIGHT TO TERMINATE**—a child from continuing to attend the program, prior to expiration of the contract, if repeated inappropriate, disruptive, and/or other issues with the child or parent are not resolved or significantly improved after several consultations.
- 9. CHILDREN MUST BE PICKED UP by 5:00 pm**—at the latest. If a parent is late, a late fee of **\$1.00 a minute** will be charged, *and due that same day*.

**I HAVE READ AND AGREE TO THE TERMS NOTED ABOVE**

Date

Signature of Parent or Guardian

Director's Signature

