

**Immanuel Christian Child Development Center  
Admission Agreement**

**Child's Name** \_\_\_\_\_ **Age** \_\_\_\_\_

Enrolling Family Member \_\_\_\_\_ Monthly Rate \_\_\_\_\_

Days Attending \_\_\_\_\_ Times Attending \_\_\_\_\_

Breakfast \_\_\_\_\_, Lunch \_\_\_\_\_, Snack \_\_\_\_\_

**The Immanuel Christian Child Development Center (ICCDC) provides these basic services.**

1. A safe and healthy environment with age and developmentally appropriate learning material and equipment for the care and education for all children enrolled.
2. Breakfast, lunch and snacks prepared according to USDA nutritional standards and 3 meals are provided in their respective timings. Therefore

**Please Initial:**

\_\_\_\_\_ I understand outside food and beverages are not allowed in the center premises except for those children that have special dietary needs [physician note needed]

\_\_\_\_\_ I understand home toys, candy, gum and jewelry on the children [neck and hands] are not allowed in the center.

\_\_\_\_\_ I understand it is my responsibility to drop off my child with the teacher, and make sure my child walks with me and doesn't run in the hallways unattended.

\_\_\_\_\_ I understand I should not leave my car running and also not leave any child in the car unattended during drop off and pick up times.

\_\_\_\_\_ I understand that it is my responsibility to send my child to CDC well-groomed, healthy and dresses appropriately with tops covering shoulders (no spaghetti straps) and bottoms without holes on the knee area.

\_\_\_\_\_ I understand that it is my responsibility to send my child to the center with safe and comfortable foot wear – socks and well tied closed shoes.

\_\_\_\_\_ I understand that for Immanuel CDC, the enrolling family member is the sole responsible party for tuition payments and for any communication and enquiries unless otherwise notified by the enrolling family member to reveal the information to another party.

\_\_\_\_\_ I understand tuition is due in advance, and will be charged monthly and is due on the 1<sup>st</sup> of the month while the child is enrolled in the ICCDC program. If payments are not made by the 10<sup>th</sup> of the month, the child will not be allowed to return to the ICCDC until payment is made in full with an additional late fee charge of \$25, during which time the child's spot may be given to a child in the waiting list.

\_\_\_\_\_ I understand I have to inform the Center staff if my child's arrival schedule changes for any reason on a particular day.

\_\_\_\_\_ I understand a \$25 late fee will be charged for all returned checks and after 2 checks have been returned, payment will only be accepted with cash, money order, or cashier's check.

\_\_\_\_\_ I understand that tuition rates include all school holidays and that the tuition rate will not change for months that includes holidays. A list of current year holidays is attached. Similarly, there are no refunds for vacations or make up days for absences.

\*\*\*Notification of vacations\*\*\*

\_\_\_\_\_ I understand there is a registration/re-enrollment fee during the months of June/July every year irrespective of when the child is enrolled at CDC.

\_\_\_\_\_ I understand that a late fee of \$ 5.00 will be assessed for every 5 minutes that a child is not picked up at their scheduled time.

\_\_\_\_\_ I understand Students enrolling mid-month will pay a prorated fee. Students removed from the program will also receive a tuition adjustment, provided 2 weeks advance notice is given for any termination.

\_\_\_\_\_ I understand tuition is not reimbursable in any month when a natural calamity hits and Center needed to be closed.

\_\_\_\_\_ I understand the communication with the center for any concern is direct communication by Telephone or by center email. Social media communication is not entertained by Immanuel CDC

\_\_\_\_\_ I understand children's pictures are taken for child's portfolio, center bulletin boards and Center web site

\_\_\_\_\_ I understand adults are to be polite and respectful in dealing with staff in person or on the phone, as staff will be with them. Foul language, cussing and swearing will not be tolerated in and outside the facility and parking lot. If this occurs, the CDC reserves the right to disallow the adult to enter the facility any longer. Any adult who drops off or picks up the child to or from the center wears appropriate clothing that covers the body from the neck to the knee level.

\_\_\_\_\_ I understand the licensing agency is mandated to look at the children's files during their inspection.

### **Conditions for Termination of Agreement**

1. When a family does not adhere to the signed admission agreement as above, termination of the child from the program will become effective.
2. The Admission Agreement will be terminated if a child's behavior becomes a danger to self, to any other child or staff member, or to the physical property of the facility. No refund of tuition will be due.
3. The ICCDC reserves the right to terminate or make changes to this agreement with 30 days written notice.

Enrolling Family Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_