

**THE PEACOCK'S PLUME COMPANY
ANNUAL ENROLLMENT AGREEMENT
School Year: 2020-21**

Date of Agreement: _____ Classroom Assignment _____
Requested First Day of Attendance: _____ Birthdate: _____

REGISTRATION

To reserve a space at The Peacock's Plume please complete all forms and return them with your child's non-refundable registration fee of \$100. This registration is due and payable at the time of enrollment. A materials fee of \$100 is payable each new school semester in August and January. These fees include processing your child's application, school supplies, toys, art supplies, curriculum, books and The Peacock's Plume tote bag. All applicable forms must be completed prior to your child's attendance. A summer activity fee is payable June 1st and includes all in-house field trips and summer activities.

**TUITION AND PICK UP
LATE CHARGES AND PENALTIES**

	Full-time/week	Part-time M-W-F or T-TH	Extra-Day
INFANTS			
6 weeks-12 months	\$250	\$185/\$135	\$50
TODDLERS			
12 months until two year old room	\$240	\$165/\$135	\$48
TWO-THREE YEAR-OLDS (2 yrs by Sept 1)			
24 to 36 months	\$230	\$160/\$135	\$46
THREE-FOUR YEAR-OLDS (3 yrs by Sept. 1)			
36 to 48 months	\$200	\$145/\$130	\$40
FOUR-FIVE YEAR-OLDS (VPK, 4 yrs by Sept 1)			
summer, non-VPK students	\$170	\$45 per day	
VPK Aug 2018-June 2019 (must be enrolled in Voluntary Pre-kindergarten Program)	\$150	\$40 per day	
School Readiness Rates	\$80		

We encourage credit card, debit card or bank draft payments. Electronic payments take less of our time which enables us to spend that time working with your child. All paper checks or cash payments take many more hours to track reconcile and manually record than electronic transactions.

Your tuition payment reserves your child's space in our program. In order to ensure quality programming and high-quality staffing, your tuition is due even when your child is absent. Tuition is due and payable weekly on the Wednesday by 6:30 p.m. before the upcoming week. A late fee of \$50 will be assessed if tuition is not paid on time. If tuition and late fees are not paid by Monday morning at 7:00 a.m. of the week your child is to attend they will not be allowed admittance.

If you decide to keep your child home for any reason, you will be required to pay your tuition in full for the period of absence as part of your contractual agreement. Your child may not re-enter the center without this payment in full. Upon return to the center, you may be required to pay a re-registration fee. If you withdraw your child, no tuition credit or refund will be given.

If more than one personal check is returned due to non-sufficient funds within a calendar year, a fee of \$50 will be assessed for each check returned. Future payments must be paid by money order or bank draft.

Initial _____

For each additional child in your immediate family that enrolls, you will be entitled to a ten (10%) percent discount for the oldest child. This discount is available only to those accounts when full tuition is paid by on-time per the Enrollment Agreement. This discount is not applicable to Registration Fees, Curriculum/Program Fees, Agency Co-Pays, special program promotions and any other fees or services, and cannot be combined with any other discount promotion.

If a child must be picked up after closing time for infants (6:00 p.m.) or all others (6:30 p.m.), an additional fee of \$1.00 every minute is assessed. Repeated incidents of late pickups may result in a child's disenrollment.

If there are circumstances that would prevent you from paying tuition on a timely basis, please discuss this confidentially with the Center Director or Owner. Failure to pay tuition per agreement will result in disenrollment.

Please give two (2) weeks written notice if you plan to withdraw your child from *The Peacock's Plume*. There are no refunds on tuition or registration if you withdraw.

HOURS AND DAYS OF OPERATION

The Peacock's Plume is open Monday through Friday from 6:30 a.m. -6:30 p.m.(1yr-5yrs) or infants 7:00 .m. -6:00p.m. The school will be closed at least for the following holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas, and day after Christmas and New Years Eve. Holidays and additional closings are included in your enrollment packet and available at any time from the front desk. **No portion of your weekly paid or outstanding tuition will be refunded or cancelled in the event of absence, holiday, school closings, withdrawal or dismissal from school.**

RELEASE OF A CHILD

The registering parent/guardian must notify The Peacock's Plume in writing of all persons authorized to pick up the child. All authorized persons must present valid ID. These records are confidential.

PARENT/GUARDIAN INFORMATION

Mother/Guardian Name _____ Relationship _____ Drivers License # _____
Address _____ City _____ State _____ Zip _____
Subdivision _____ Home Phone _____ Cell phone _____
Personal E-mail address _____ Business E-mail address _____
Employer _____ Address _____
City _____ State _____ Zip _____

Father/Guardian Name _____ Relationship _____ Drivers License # _____
Address _____ City _____ State _____ Zip _____
Subdivision _____ Home Phone _____ Cell phone _____
Personal E-mail address _____ Business E-mail address _____
Employer _____ Address _____
City _____ State _____ Zip _____

Marital Status _____ Single _____ Married _____ Separated* _____ Divorced _____ other
With whom does the child reside? _____ Both parents _____ Mother _____ Father _____ other
*Please explain status of Custody/Guardianship Agreement _____

If the child does not live with both parents, a copy of the court ordered custody decree must be maintained in the child's permanent file. The guidelines of the custody decree will be strictly enforced.

Initial _____

AUTHORIZED PICK-UP INFORMATION

List at least two individuals, OTHER than parents/guardians, who are authorized to pick up your child.

Name _____ Relationship _____ Drivers License # _____
Address _____ City _____ State _____ Zip _____
Subdivision _____ Home Phone _____ Cell phone _____
Personal E-mail address _____ Business E-mail address _____
Employer _____ Address _____
City _____ State _____ Zip _____

Name _____ Relationship _____ Drivers License # _____
Address _____ City _____ State _____ Zip _____
Subdivision _____ Home Phone _____ Cell phone _____
Personal E-mail address _____ Business E-mail address _____
Employer _____ Address _____
City _____ State _____ Zip _____

Name _____ Relationship _____ Drivers License # _____
Address _____ City _____ State _____ Zip _____
Subdivision _____ Home Phone _____ Cell phone _____
Personal E-mail address _____ Business E-mail address _____
Employer _____ Address _____
City _____ State _____ Zip _____

UNAUTHORIZED PICK-UP OR DROP-OFF PROCEDURE

If an emergency were to arise where an unauthorized person must pick-up or drop-off your child certain procedures must be followed. You must fax us with a written explanation as to why you cannot be here to pick-up your child. This explanation must include your name, address, and signature.

PERCEIVED EMERGENCY

In case personnel at The Peacock’s Plume perceive an emergency with your child, medical or otherwise we will take all measures to make sure your child receives the quickest and most appropriate care available. This includes calling an ambulance. If a child does not respond, is having trouble breathing or is having a seizure, we must call 911. Until the arrival of a parent/guardian or medical professionals, a staff member in an administrative capacity will take charge of your child. In your enrollment package, there is a form authorizing *The Peacock’s Plume* to act on your behalf if there is an emergency. By completing this form and our enrollment forms, you are authorizing *The Peacock’s Plume* to call an ambulance in case of perceived emergency.

DAILY SIGN IN

Procedures for signing in your child are as follows. Please enter lobby with your personal 5 digit security code. To enter red door to take your child to their classroom please see desk beside door. To enter through door hit enter on the touch screen. This will open door for 10 seconds. *FOR THE SAFETY OF OUR CHILDREN PLEASE DO NOT ENTER THROUGH THE RED DOOR WITHOUT LOGGING IN WITH YOUR CODE. THIS ENSURES ONLY AUTHORIZED PEOPLE CAN GET NEAR OUR CHILDREN. THIS IS MANDATORY AND MUST BE FOLLOWED EACH AND EVERY DAY. IF THIS RULE IS NOT FOLLOWED IT ENDANGERES OUR CHILDREN AND YOU WILL BE ASKED TO LEAVE.*

Initial _____

VACATION POLICY

If your child is absent for an entire week, you may use a vacation time. The terms of vacation time are as follows: After six (6) continuous months of enrollment, you may use one week of vacation, every year, when your child is not in attendance for an entire week Monday through Friday. Vacation is non-cumulative and must be taken in full-week increments. You may use the vacation time as a 100% reduction of tuition for an entire week. There is no credit given for single days. This time must be scheduled in writing two weeks in advance with the Center Director or Owner. We will issue a credit on your account. **VACATION CAN ONLY BE GRANTED TO ACCOUNTS THAT ARE FINANCIALLY CURRENT.**

I have read and understand the above statements. I will abide by the rules and regulations of The Peacock's Plume.

Mother/Guardian:

Date:

Father/Guardian:

Date: