

Life Discovery Center After School

AKA-LDC

11799 Mansfield Rd. 71047

318-925-0100

Business Phone

www.ldcllc.org

ENROLLMENT AGREEMENT

TO THE PARENT:

Please read this Agreement carefully. If you do not understand any part of this Agreement, feel free to ask the Center Director about it. This Agreement establishes your legal rights and responsibilities, and those of the Center, regarding your child's participation in the Center. Throughout this Agreement, the terms "you" and "parent" refer to the parent(s) or legal guardian(s) of the child enrolled in the Center. The terms "Center" and "we" refer to the Life Discovery Center After School and its staff members. The term "school day" means a day or while in the care or in of staff member at LDC when the Center is open and operating.

You, _____ (*parent(s) or guardian(s)*), agree to enroll your child, _____ (*name of child*). Life Discovery Center Afterschool agrees to accept your child's enrollment, under the following terms and conditions.

1. Program and Hours of Care:

Beginning on _____, 20____, the Center will provide care for your child in the _____, *After-School & Summer Care* program according to the following schedule:

_____ Full time (*No more than 9 1/2 Hrs a day*)

2. Payment:

a. Registration Fee. A non-refundable registration fee of \$50.00 is due and payable on the day this Agreement (date of enrollment), and thereafter in April for each year your child is enrolled in the Center a \$ 25.00 annual registration fee will be automatically applied to your account.

b. Tuition. On or before **Thursday** of every week, you will pay the Center a weekly tuition fee of \$ _____ for care to be provided during the following week. If you enroll your child in the Center during the middle of a week, you will pay, on or before the first day your child attends the Center.

3. Methods of Payment:

Payment may be made by: ___ cash, ___ check, ___ credit card, ___ money order. If any payment by check is returned unpaid, you will owe a service charge of \$25.00 in addition to other amounts due, and thereafter you must pay by cash or money order.

Payment must be delivered to 11799 Mansfield Rd. Keithville La. 71047.

4. Suspension and Termination for Late Payment:

If the Center has not received the full weekly payment by the 14 th day after payment is due, the Center will refuse to admit your child to the Center until you pay the amount due. If the Center has not received your payment by the 15th day after payment is due, your child's enrollment will be terminated and his/her space will be given to another child. If your child's enrollment is terminated due to late payment, you will not be entitled to a refund, and all fees must be paid by the 30th day or your account will be sent to collections.

5. Late Pick-Up Penalties:

If your child is picked up after 6PM, you will owe a late fee of \$ 1.00 for each minute per child, after the scheduled time. This late pick-up fee is due the week of services you're your child is picked up late more than 2 times in one calendar month, the Center will notify you of that fact, and your child's enrollment may be terminated immediately. If your child's enrollment is terminated due to late pick-up any credit on your account past that week's weekly fees will be returned to you.

6. Changes in Tuition:

The weekly tuition rate is subject to change. We try to keep our fees at an affordable rate but if it is necessary, we will notify you of any adjustments two week prior to any changes.

7. Absences:

You are responsible for paying the full weeks tuition for each week your child is enrolled in the Center, even if your child is absent (due to illness or other cause) during the weekly. You should notify the center a week in advance if your child will be absent due to vacation.

8. Holiday Schedule and Weather Closings:

The Center will be closed on holidays as per handbook; however, there will be no refund or credit against the monthly tuition for these days.

Bad weather closings:

The center follows the cancellation policy of the Caddo Parish. If this parish cancels class, opens late, or closes early due to snow or inclement weather conditions, the Center will do the same. There will be no refund or credit against the monthly tuition fee for any such closing. In the event of any early closing due to inclement weather or utility outages, you agree to make arrangements to pick up your child promptly.

9. Meals and Snacks:

The Center will provide the following: Breakfast, Lunch, PM Snack .

10. Clothing and Supplies:

All your child's belongings should be labeled with your child's name. If you wish to bring a change of clothes for your child, you may do so. Remember we have limited storage so please do not bring unnecessary items.

11. Medication:

Any & all medication should be given to the office administration. All medication is kept in a lock box and is in the office. A student is NOT allowed to take medication without the supervision of a trained staff member. We require a prescription for any medication that we keep the facility for your child. A medication form must be accurately filled out and kept on file for your child. Along with the authorization form we must have a doctor's order and with the medication. Medication must have your child's name on it; we cannot use any medication prescribed to sibling or other member of the family. The container should state your child's name, the name of the medicine, the dosage, and the name and telephone number of your child's doctor. We will NOT give medication of any kind without doctor's authorization. If your child needs over the counter medication please ask your child's physician for a prescription so we know the dosage for your child.

13. Withdrawal by Parent:

If for any reason you wish to withdraw your child from the center you must give the Center Director **7 days written notice of withdrawal**. If you do not give 7 days written notice, you will be charged for one week's regular tuition fees.

14. Termination by Center:

a. Immediate: The Center may terminate your child's enrollment in the Center effective immediately, if any of the following conditions arise:

- (1) In the judgment of the Center Director, the child's behavior threatens the physical or mental health of other children in the Center and cannot be modified.
- (2) Your child brings a weapon to the Center.
- (3) Tuition or annual registration fees are not paid within 14 days after payment is due;
- (4) The child is picked up late more than 2 days in any 30-day period;
or
- (5) The child is ill when brought to the Center more than 2 days within any 30-day period, or the parent fails to pick up a sick child promptly more than 2 times within any 30-day period.
- (6) If a respectful relationship cannot be maintained with either staff, enrolled students, or other parents that have children attending the center.

If enrollment is terminated due to the child's behavior, you will not be charged the full week's tuition a prorated daily rate will be adjusted. The Center holds the right to refuse services for any reason. Parents, guardians, and children must maintain a respectable relationship with all employees, children, family members that attend center to receive services at the center. If in any way a respectful relationship is not maintained the center has the right to refuse services at any time.

b. Notice: The Center may terminate your child's enrollment upon notice to you if any of the following conditions arise:

- (1) Any of the conditions listed above under (a), if the Center has not exercised its right to terminate enrollment immediately.
- (2) You fail to provide necessary items as requested by the Center
- (3) You fail to abide by the terms of the Enrollment Agreement; or
- (4) For any other reason reasonably related to the health and safety of the program.

15. Miscellaneous Charges:

If any miscellaneous charges due to Center (for late pick-up, returned check, etc.) remain unpaid at the time of termination or withdrawal, such amounts will be withheld from any refunded to you. If all fees are not collected/received NO later than 30 days after your withdrawal your account will be sent to collections.

16. ON SITE - Field Trip Participation:

On-Site: within the perimeters of the property.

You grant permission for my child to participate in ON-SITE field trips accompanied by center staff. Such as nature walks, games on property, get snow cones in the summer.

INITIAL ONE PLEASE

___ I choose to **grant permission to allow my** child to participate in on-site field trips.

___ I **choose not to grant permission** to my child to participate in on-site field trips.

17. Certification that All Information is Correct:

You agree to notify the Center and provide any additional documentation if there are any changes in the information you have supplied on the forms listed below:

Family Contact Form, Custody Information Form, or the Medical Care/Emergency Medical Treatment Form. Change of address work phone number. It is your responsibility to keep all records & forms up to date. Contact emergency information. If for any reason, we have an issue we MUST be able to reach a contact person.

18. Provisional Employee:

The center does background checks according to the LDOE regulations. We may from time to time have “provisional” employees. This means that the potential employee has passed all the “State” required background checks. The “provisional employee” is waiting for a clearance in any other State (potential employee) has worked in. We do however have them under supervision of cleared employee during this provisional status. In signing this form it shows we have explained this regulation to you.

In signing this I am stating that I have read and agree to all the terms and conditions. I have read the parent handbook & will assure all associated with this account will abide by and adhere to all rules and regulations that this establishment requires.

I hereby certify that I am the legal guardian of the child, and I am agreeing to these terms and have the legal rights to make such decisions. I agree to these terms as stated in this form as well as in the parent center handbook.

Parent/Guardian Signature

Print Name

Date

Center Director

Date