

Registration: 8/28/2023 School Year

Child's Name: _____ DOB: ___ / ___ / ___

	Full day (7 am - 6 pm)	Half Day (7 am - 12:30 pm)
6 weeks - 18 months	\$65	n/a
18 months - 3 years	\$58	n/a
3 years - Kindergarten	\$52	\$27
School Agers	\$46	\$24
*Sibling Discount: (2 or more children, attending all 5 days) 10% off the oldest child		

Reserved Days (Please circle):

Monday	Tuesday	Wednesday	Thursday	Friday
Full Day	Full Day	Full Day	Full Day	Full Day
1/2 Day (3 years +)	1/2 Day (3 years +)	1/2 Day (3 years +)	1/2 Day (3 years +)	1/2 Day (3 years +)

Weekly Tuition Plan: \$ _____

- Our "School Years" are from August to August.
- Our annual supply fee is \$75/child (Non-refundable). If you register in May, you do not have to pay the registration fee again.
- All weekly fees are paid per tuition, using the Procure Connect App. **If you do not pay your weekly fee by Sunday night, you cannot drop off your child on Monday.** If you would like to make a change, please check availability and complete a new registration form 2 weeks in advance.
- **If you are late to pick up your child, you will be charged 1\$ per min after 6:00 p.m. or 12:30 (if you are half day).**
- If your child is on vouchers, you must complete an additional sign in/out on the tablet. This is located at the front desk. Mistakes or incomplete logs will result in a full charge of our tuition and/or losing your child's spot.
- A minimum of 5 base days are required for children under 1 year and 2 base days for toddler children and older. Base days are days that your child will be charged regularly and what your tuition is based on. **You are responsible for paying for these base days even if the center is closed for holidays or your child is absent.** You can request to add days depending on availability, but **switching days is not allowed.**
- You are granted vacation days based on your child's base day attendance. For example: If your child attends 3 days a week, they can spend 3 days at home or on vacation and not be charged. If not used, vacation days will not transfer to the new school year.

- If you are leaving for 2-12 weeks, you are to pay a \$75 Extended Leave Fee, 2 weeks in advance, to pause your tuition and hold your child's spot. If you are gone more than 12 weeks, your spot is not guaranteed and you will have to re-register.
- A two week written notice must be emailed to the office@kiddiecompanylanderhaven.com for any changes or withdrawals from the program.
- We are closed on Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, Independence Day & Professional Development for Staff on October 9th.

I agree with the following:

- I have read and agree to follow the parent handbook. I agree to pay my weekly tuition fee by the due date. I understand that I cannot drop off my child unless I have a zero balance.
- I understand that we have a zero tolerance for violence. More than 3 incident reports relating to hurting classmates or teachers, may result in disenrollment.
- I allow my child to use water tables, sprinklers, and pools with water that is less than 2 feet deep for water play.
- I allow the release and transfer of records to new programs upon request. This may include parent information forms, observation notes, incident reports, assessments, teacher questionnaires, and any other documents deemed necessary by the director or parent.
- I give my child permission to sleep on a cot during rest time, when they turn one year of age. I understand that each cot is individually assigned and is only used by my child.
- I agree to immunizations based on the CDC, regardless of parent preference or religious beliefs.
- I agree to emergency transportation in case of an illness or accident.
- Yes/No: I allow my child's picture or work to display in the classroom/hallways, on the Procure App, and on social media pages.

Please list Developmental & Educational Goals that you would like us to implement (optional):

1. _____
2. _____

Please include any information that would be necessary if children are removed from the premises. (Examples include allergies, Epi-Pen, Benadryl, or inhaler):

Parent Signature: _____ Date: ____ / ____ / ____