

Lighthouse Learning Center

Enrollment Agreement Contract

Welcome to Lighthouse Learning Center! We look forward to a wonderful working relationship with your family. The following policies have been created to help ensure the smooth transition from your home to our Center and the safety of all the children in the program. **PLEASE READ THIS CAREFULLY**

Comings and Goings

1. The Center is **open from 7 am to 5 pm, Monday through Friday**. We will be closed for certain holidays, which will be posted on the notice board in the lobby. Holidays are set and posted annually; however, these may change at any time with 30 days notice.
2. Lighthouse Learning Center will release your child only to you or to those specified on the Child Release Form. Emergencies may prevent you from picking up your child from time to time. Make sure to include individuals you authorize in such events. You must notify in writing any person you wish to pick up your child who is not on the Child Release Form. **Your child will not be released without prior written authorization.** We will ask any person other than yourself, who picks up your child, to provide photo identification.
3. Lighthouse Learning Center cannot legally deny access or release of your child to either parent/guardian unless an active restraining order is on file.
4. **It is illegal to leave cars running in our driveway (Chapter 90 of State Law)**

Medical Policy **WE ARE A PEANUT/NUT FREE SCHOOL** DUE TO SEVERE ALLERGIES

1. If Lighthouse Learning Center notifies you that your child is ill, you must pick your child up immediately. If your child is absent due to a reportable disease, your child may return only with a physician's order indicating the child is no longer contagious. **Strep throat and conjunctivitis must be treated for 24 hours before returning to school.**
2. Prior to enrollment, Lighthouse Learning Center must be given current medical and immunization records of your child. These records must be updated annually. Without appropriate, current medical records, your child may not attend our Center.
3. In case of an emergency, Lighthouse Learning Center must have parental/guardian permission to administer first aid or to obtain emergency medical treatment in the child's best interest.
4. Lighthouse Learning Center will administer medication only as outlined in the parent policy handbook. Please ask for a copy of the parent policy if we neglect to give you one.
5. **IF YOU BREASTFEED YOU MUST MAKE SURE YOUR INFANT CAN FEED FROM A BOTTLE BEFORE ENROLLMENT.**

Tuition and Fees (We do not accept credit cards)

1. You are required to give 2 weeks notice in writing about any reduction in your child's schedule or withdrawal. We cannot guarantee that once a child's schedule changes from full-time to part-time that a full-time space can be provided to your child. If an unpaid balance goes into collections you will be required to pay all legal fees & interest.
2. **A tuition fee of _____ is due every Friday with no deduction for absences, vacations, snow days, State of Emergency, or holidays (no swapping days due to holiday).** Also, a **non-refundable** registration fee of **\$75 per child/\$150 per family** will be due upon registration. Annually, by September, a new registration fee will be assessed. A late fee of \$5 will be added for every day tuition is late. If tuition is unpaid for one week, a space for your child may no longer be available.
3. In order to hold a space for your child at our Center, **you must pay tuition regardless of absence, including illness, vacation, snow day or holiday.** This is mandated to provide staff fair pay and benefits and to pay expenses. **IF YOU WILL NOT NEED OUR SUMMER SERVICES, YOU MUST PAY FULL TUITION UNTIL 6/30 OR PAY FOR TWO DAYS PER WEEK DURING THE SUMMER TO RESERVE A SPOT FOR YOUR CHILD.**
4. Due to staffing patterns it is unfair for parents to arrive late to pick up their child. A **late pick-up fee of \$1.00** will be added each minute your child remains after closing of the Center. If we have not heard from you and have exhausted emergency contacts and your child remains at the Center, child protective services will be notified.

5. A **\$25 charge** will be added for any **checks returned** to us for insufficient funds, after which checks will not be accepted. **Rates are effective up to 9 hours of care, after which, \$5 per hour will be added.**
6. We expend time, knowledge, and financial expense to train certified teachers. In lieu of this, **parents must agree not to solicit or accept to hire certified teachers or assistants from their employment at Lighthouse for their own private employment.**
7. Withdrawal information from our program, due to our inability to meet the developmental needs of your child, is outlined in the parent handbook in detail.
8. Subsidized tuition, based on a sliding fee scale, that is misrepresented by gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for all underpaid tuition.
9. This agreement may not be inclusive and is subject to change in whole or in part by Lighthouse Learning Center at any time.
10. **For teachers & clients we serve from September to June, we require that you pay tuition continuously, regardless of vacation time from September 1-June 30. YOU MUST OTHERWISE PAY TWO DAYS MINIMUM PER WEEK OVER THE SUMMER MONTHS. We must do this to preserve jobs for our employees and otherwise would be forced to close over the summer.**

Lighthouse Learning Center spends a great deal of time and money to extensively train and have certified each teacher in our facility. We also spend a great deal of time and money to train the other non-certified staff. This is why the environment here at the Lighthouse Learning Center is so enriching to your child. As a result, we insist and require that you specifically, by signing this document, agree that you will not solicit, hire or engage any of our teachers and staff to provide their services to you in a private employment setting, or to solicit and engage them in a separate business setting. By signing this document, you specifically agree that we may specifically enforce the provisions of this restrictive covenant and that you will be solely responsible for all of the attendant costs, damages and legal fees which we incur as a result of any breach of this provision. We are sure that you understand that in order to provide the quality services that have been the hallmark of Lighthouse Learning Center, we cannot allow our valued teachers and staff to be solicited and engaged for outside employment by our clients, or for friends and acquaintances of our clients."

I understand that it is my responsibility to contact the Center management with any questions I have regarding the parent policy or any policies outlined in this agreement. I fully agree to the Lighthouse Enrollment Agreement Contract by my signature below.

***IT IS NOW STATE MANDATED TO CALL US IF YOUR CHILD WILL BE ABSENT.**

Parent signature below also indicates parent has received the Parent Policy.

Signature of Parent/Guardian _____ Date: _____

Address: _____ Phone # _____

Signature of Director: _____ Date: _____

Pease specify the days and hours your child will attend: PREFERRED START DATE _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

If your hours change in any way, notify us immediately so staffing may be arranged. Tuition rates will adjust accordingly.

Child's Name: _____ Birth date: _____

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