



Little Beans Childcare, LLC

Enrollment Agreement

I understand that the following registration materials are required and must be completed on file with Little Beans Childcare, LLC (“LBCC”) before my child may attend.

1. Enrollment Application
2. General Health Appraisal Form
3. Immunization Form
4. Emergency Information, Treatment Authorization, and Transport Authorization Form
5. Medical Administration Permission Form
6. Sleeping Mat / Cot Permission Form
7. Topical Preparation Permission Form
8. This Enrollment Agreement

Additional forms that can be filled out later:

1. Media Policy / Permission Form
2. Photographic Release and Conditions Form
3. Walking Excursions Permission Form
4. Field Trip Permission Form
5. Safe Sleep Policy

All checks are payable to: “**Little Beans Childcare, LLC**”

There will be a \$25 fee charged for **all returned checks**.

Electronic billing and online payments options will be available soon.

All tuition payments are due prior to care and must be made monthly (other arrangements must be in writing, options include weekly and biweekly payments). Monthly payments are due either in a pro-rated amount before care begins or on the 1st day each calendar month. Late fees will be charged as of the 2nd business day after a payment is due, for example the 3rd of the month. A **5% late fee** will be billed to your account for late payments each billing cycle.

When more than one child from a family is enrolled at LBCC, the oldest child will receive a 10% discount.

A **Late Pick-Up Fee of \$2.00 per minute** is charged to your account starting after 15 minutes after closing. The first time late pick-up occurs each calendar year the first 15 minutes of late charges will be waived.

Initial: _____ Date: _____ Initial: _____ Date: _____



Little Beans Childcare, LLC

Current Hours of Operation for the LBCC is from 7:30 am to 5:30 pm, Monday through Friday.

LBCC will be closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Thanksgiving Day and the day before/after, Yom Kippur, and Christmas Day and the day before/after. Early closure at 2:00 pm for the following holidays: New Year's Day Eve, Rosh Hashanah Eve, Yom Kippur Eve, and Christmas Eve. An accommodation may be possible for early closure days. If you would like to seek such an accommodation, please speak with LBCC management.

There may be up to one additional full week so that our staff may have the opportunity for vacation. You will be given 30 days' notice of such a vacation period. We will endeavor to plan for substitute staff to work at the LBCC whenever possible, but as a small business we have limited options. You agree to always keep a close eye on the calendar and communications; both in print and electronic forms.

If a holiday falls on a Saturday, we will be closed the Friday before. If holiday falls on a Sunday, we will be closed on the Monday after.

There will be up to four (4) In-Service days for cleaning, training, and professional development. These will be posted on the calendar or in communicated in writing in print or electronic form at least 30 days in advance.

A separate contract is used for part time care. Potty Training may be subject to additional charges.

LBCC is not responsible for arranging alternative care for days we are closed. No credit or waiver of fees will be granted for absences.

Where this agreement is silent the LBCC Handbook will govern the terms of enrollment and care.

Changes in the LBCC Handbook will occur from time to time and they will be provided to you in writing.

Initial:_____Date:_____

Initial:_____Date:_____



Little Beans Childcare, LLC

Monthly Rates as of June 30, 2018 are as follows: (subject to change at any time)

Infants 0 – 18 Months:	\$1,400 per month
Toddlers 18 months – 3 Years:	\$1,100 per month
Toddlers / Pre-schoolers 3 Years to 5 Years:	\$1,000 per month

(Rates apply to your child based on age or other written agreement through the end of any particular billing period)

An annual materials fee of \$100 is due at the time of enrollment unless waived due to temporary care arrangements. This is not refundable. This payment may be delayed or paid bimonthly only if LBCC management agrees at the time of enrollment in writing.

One full calendar month notice prior to withdrawal of your child is necessary. There will be no tuition refunds (unless more than a full month of tuition has been prepaid) for withdrawal of children or extended absence. You agree that you are responsible for paying for any amount of tuition that would normally be due if your notice to withdraw is less than one full calendar month in advance. There will only be a tuition refund of amounts paid ahead of time in excess of one month's tuition. In the event of an emergency please contact us.

You are responsible for providing if applicable for your child's age:

A crib sheet, a blanket, all required forms, a sippy cup, two changes of appropriate clothing, appropriate shoes, appropriate outerwear (such as a jacket in cold weather), updated contact information as it changes, medication (with instructions from a pediatrician) and medication information as it changes, all diapering, and all formula or breastmilk you wish your child to consume.

The LBCC is responsible for providing items in accordance with the LBCC Handbook.

Signing below indicates that you fully understand and agree to this agreement. You agree that you waive any claims against the LBCC for injuries or damages that arise from information that you do not disclose. It is very important that you make sure LBCC management is aware of all medical and legal risks that impact your child.

Parent / Legal Guardian #1 Printed Name	Signature	Date
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Parent / Legal Guardian #1 Printed Name	Signature	Date
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Initial:_____Date:_____ Initial:_____Date:_____