

# Magic Garden School & Early Learning Center

## ADMISSIONS CONTRACT

**Mother/Guardian's name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_  
 Home street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home telephone: \_\_\_\_\_ Cell or work telephone: \_\_\_\_\_  
 Length of time at current address: \_\_\_\_\_

**Father/Guardian's name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_  
 Home street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home telephone: \_\_\_\_\_ Cell or work telephone: \_\_\_\_\_  
 Length of time at current address: \_\_\_\_\_

**Child's name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Nickname:** \_\_\_\_\_  
**Date of birth:** \_\_\_\_\_ **Sex:** M F **First day at school:** \_\_\_\_\_

Is there a court order limiting access? **Yes** **No** If yes, attach a copy of the court order and complete A & B.  
 A. Name of person under court order with limited access: \_\_\_\_\_  
 B. Please provide any information you feel is pertinent. \_\_\_\_\_

This agreement is between (print) \_\_\_\_\_ and the MAGIC GARDEN SCHOOL.

**1- BASIC SERVICES**

My child will be in the (circle one) **Infant** **Toddler** **Nursery** **Pre-School** **Before / After** **Summer** class.

The center shall provide the following basic services for childcare excluding days the center is closed (check choices):

- Full day, full week, M-F** program between \_\_\_\_ A.M. and \_\_\_\_ P.M.
- Full day, partial week** program between \_\_\_\_ A.M. and \_\_\_\_ P.M., \_\_\_\_ days per week on M T W TH F
- Half-day** program between \_\_\_\_ A.M./P.M. and \_\_\_\_ A.M./P.M., \_\_\_\_ days per week on M T W TH F
- Pre-K program** between 9 A.M. and 11:30 A.M. for \_\_\_\_ days per week on M T W TH F, as prearranged
- Before school**, between \_\_\_\_ A.M. and \_\_\_\_ A.M., \_\_\_\_ days per week on M T W TH F
- After school**, between \_\_\_\_ P.M. and \_\_\_\_ P.M., \_\_\_\_ days per week on M T W TH F
- Summer Camp**, between \_\_\_\_ P.M. and \_\_\_\_ P.M., \_\_\_\_ days per week on M T W TH F

**2- REGISTRATION**

Parent agrees to pay the following **at registration**:

Tuition for the first week of attendance.....	\$	_____
Deposit (equal to tuition choice) .....	\$	_____
Registration Fee (Non Refundable).....	\$	<b>95 110</b>
Multiple Child Discount, if applicable.....	\$	_____
Amount Paid: .....	\$	_____
Balance Due before child starts at the center: .....	\$	_____

**3- TUITION**

Parent agrees to pay the following **regular tuition**:

Tuition per week .....	\$	_____
Sheet and blanket supply.....	\$	<b>10 40</b>
Multiple Child Discount, if applicable.....	\$	_____
Tuition: .....	\$	_____

**4- LATE PICK-UP FEES & SERVICE FEES**

- Late pick-up fee is \$5.00 for each minute the child remains after 6:00 P.M.
- Service fees: the center shall charge for returned check for non payment (NSF) \$65.00 per check. After 2 returned checks, cash or money order will be required for payment.

**5- COLLECTION FEES**

I agree that if my account is referred to an outside agency or attorney for collection, I will be responsible for an additional Collection Fee of \$50 or 20% of the balance owed, whichever amount is greater.

**6- HOLIDAY, VACATION AND ILLNESS**

I am obligated to pay my child's tuition even if my child is absent due to vacation, illness or school closings.

**7- PAYMENT POLICY**

Payments are due either (a) weekly on Friday prior to the week of service if this is a weekly contract or (b) on the last day of the month, if this is a monthly contract. Payment received after the due date will be charged a late fee of \$20.00 per week. If payment is not made in full within 5 business days of the due date, the center may terminate service until payment is made. Deposits will be applied to the last week (month) of service. If two weeks notice is not given I forfeit the security deposit.

**8-SIGNATURE TO AGREEMENT**

I agree to cooperate with the general policies of the center, to perform the obligation of parents or guardians set forth in this agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the center. My signature below indicates that I have read the terms of this agreement and the rules, regulation, and manuals promulgated and provided by the center. It further indicates that I have had this material explained to me and that all my questions have been answered.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## A. BASIC SERVICE

1. The child shall be placed in a group of peers based on age and/or special needs as determined by the center.
2. The child shall be involved in a program of play and learning experiences that are appropriate for the ages of children enrolled in the center. A balance of active and quiet play is provided for, with individual and group activities geared toward the emotional, social, physical, aesthetic, and individual growth of young children.
3. The child shall be administered physician-prescribed and non-prescription medication upon the written request of the child's parents or guardians. The center shall have no responsibility of any kind whatsoever for failure to provide requested Prescription medication nor for any adverse reaction caused by the administration of such medication.
4. The child shall be provided with an opportunity to nap between 12:30 P.M. and 2:30 P.M. on a cot or mat provided by the center.
5. The center shall give appropriate first aid to hurt children. A parent or guardian shall be contacted if it is the judgment of the staff that immediate medical attention is necessary. If it is the judgment of the staff that the injury is of an emergency nature, paramedics shall be called by the center and a parent/guardian shall be contacted.
6. An ill child shall be isolated and given appropriate care until called for by a parent or guardian or designated Representative.
7. The center shall notify the child's parents or guardians of a suspected exposure to communicable disease.
8. The center shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
9. The director or any other staff members shall report to children's protective service, police department or DYFS as provided by state law of suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.
10. The child shall be given assistance with personal care as needed.

## B. ILLNESS POLICY

1. It is the policy of the Magic Garden School that any child who has the following illness or symptoms will not be admitted to the school on a given day, unless medical diagnosis from a licensed physician has been received by us in writing, stating that the Child poses no serious health risk to him/herself or to the other children. Such illness or symptoms of illnesses shall include, **but not be limited to:**
  - Severe pain or discomfort
  - Unusual behavior (irritability or lethargy)
  - Acute diarrhea. Vomiting
  - Fever over 100 degrees Fahrenheit
  - Severe coughing
  - Sore throat
  - Yellow eyes or jaundiced skin
  - Red or pink eyes with discharge
  - Infected, untreated skin patches
  - Difficult or rapid breathing
  - Weeping or bleeding skin lesions that have not
  - Being treated by a physician
  - Swollen joints
  - Visibly enlarged lymph nodes
  - Stiff neck
  - Blood in urine/bowel movement
2. If your child has any of the above symptoms, he/she may not return to school until they are symptom free for 24 hours.
3. Your child may return to school once he/she is symptom free for 24 hours or a licensed physician indicates that the child poses no serious risk to him/herself or to other children.
4. If a child has already been admitted to school and manifests any of the above illnesses or symptoms, the child will be removed from the group and placed in a separate room or area.
5. Any parent/guardian or emergency contact notified of a sick child must arrange pick-up within one hour. There will be NO EXCEPTIONS.

## C. HOURS OF OPERATION and HOLIDAYS

1. The Magic Garden School is open from 6:45 A.M. to 6:00 P.M., Monday through Friday, twelve months of the year. The center is closed on the following days, plus others to be announced:
  - New Year's Day
  - Good Friday
  - Memorial Day
  - Fourth of July
  - Labor Day
  - Thanksgiving and the day after
  - Christmas Day
  - 1 Service/Training day per year

## D. PAYMENT PROVISION

1. Nonrefundable registration fee shall be paid upon enrollment.
2. Payment is due on either (a) Friday for the following week if this is a week-to-week contract or (b) the last day of the prior month if a monthly contract.
3. Refunds of unused tuition and fees shall be given upon two weeks notice of withdrawal from the program.
4. No credit shall be given for days the center is officially closed.

## E. OBLIGATIONS OF PARENTS OR GUARDIANS

1. A parent or guardian shall furnish requested medical information not more than ten days after enrollment.
2. A parent, guardian, or designated representative of the child's parent or guardians shall sign the child out on the appropriate register before taking the child from the Premises.
3. A parent/guardian shall notify the center when someone other than those named on the emergency information card will be calling for the child.
4. The parents or guardians shall provide the child with two small sheets and a blanket or other covering to use during nap period if the child stays at school after 12:30 P.M. or be charged a fee for their provision.
5. The parents or guardians shall see that the child is dressed appropriately when brought to the center.
6. The parents or guardians shall notify the center of the child's possible exposure to a communicable disease.
7. The parents or guardians shall notify the center when the child is absent.
8. The parents or guardians shall give two weeks notice or forfeit two week's tuition and fees, in case of withdrawal from program.
9. The parents or guardians shall abide by the parking rules of the center.
10. The parents or the guardians shall notify the center when the child will not be called for at the time specified when signing in.
11. The parents or the guardians shall respect the non-religious nature of our programs.
12. The parents or guardians shall refrain from reprimanding children of other families while on the premises.
13. The parents or guardians shall come to the center for a conference when asked to do so by a member of the center's Staff.

## F. TERMINATION OF THE AGREEMENT

This agreement shall be terminated if any one or more of the following occur:

1. Serious illness of the child, preventing attendance,
2. Failure of the parents or guardians to honor the obligations listed in this agreement or any rules, regulations, or manuals promulgated or provided by the center,
3. If the parents or guardians of the child allow their account to become delinquent, and for non payment,
4. The center in its sole and unfettered discretion determines that it is unable to meet the needs of the child,
5. The center in its sole and unfettered discretion determines that it is not in the best interest of the program or other children enrolled at the center to have the child in attendance,
6. Failure of the child's parents or guardians to cooperate with the center which the center in its sole and unfettered discretion is serious enough to warrant termination,
7. Disruptive or dangerous behavior of children,
8. Abuse of other children, staff, or property by parents or guardians.