



HAPPY MINDS KIDS ACADEMY PARENT REGISTRATION AGREEMENT 2018- 2019

Child's Name: _____ Date of Birth: ____/____/____

First Date of Attendance: _____ Program: _____

Schedule of Attendance: 4/5 Days 3 Days 2 Days Ext. Day Full Day Half Day

Monthly Tuition : _____ Registration: _____

I/We the undersigned parents/legal guardian(s) of _____ do hereby agree to abide by the following terms and conditions:

1. Happy Minds Kids Academy is open Monday through Friday from 7:00 a.m. to 5:45 p.m., except for the holidays listed on the Parent Handbook/Calendar.
2. All tuition payments are due in advance. Tuition fees are payable on a monthly basis. Monthly tuition is due on the 1st of each month. A late fee of \$25.00 will be assessed after the 5th of each month. Any account that is 15 days late will be subject to suspension of attendance until the account is paid in full.
Tuition credit or substitute days are not given for any of the days the center is closed or days a child is absent due to illness or vacation.
3. A non-refundable registration fee of \$125.00 is paid upon first time enrollment of each child. A non-refundable re-registration fee of \$100.00 each year is paid for re-enrollment.
4. **There is a minimum thirty (30) days' notice required in writing prior to withdrawal or two(2) weeks additional tuition payment in lieu of such notice.**
5. A \$25.00 fee is assessed each time a check is returned unpaid by the bank. Fees must be paid with a money order or cashier's check if the bank refuses to honor the check. A second returned check may require that future payments be made by cash, cashier's check or money order only. A late fee may be assessed.
6. Happy Minds Kids Academy closes promptly at 5:45 p.m. A late fee of \$15.00 is assessed for any tardiness of 15 minutes, or a fraction thereof, plus \$1.00 for each minute thereafter. At 5:45p.m. our staff will first attempt to contact parents, then an adult authorized to remove the child from the school. Repeated late pick-up will result in exclusion from the school. Late pick-up payments are due the next day of attendance.
7. Your child's schedule may be changed - if space is available - on the 1st of any month with payment of \$25.00 processing fee. A signed change of schedule form along with your \$25.00 payment is required for a schedule change.
8. Parents will be notified 30 days in advance of any rate change or policy/contract changes.

I have read and agree to abide by the contents of this Parent Registration Agreement and the Parent Handbook containing detailed policies and procedures of this preschool, throughout my child's enrollment at HAPPY MINDS KIDS ACADEMY.

Signature of Parent/Legal Guardian Date

Signature of Parent/Legal Guardian Date

Driver's License Number

Driver's License Number

Signature of Happy Minds Kids Academy Representative

Date

This contract supersedes all previous Parent Agreements/Contracts (09/01/2017)