

SHOOMAAN

Group Daycare Home

Enrollment

Agreement

Enrollment

I/We _____ agree to enroll my/our child _____ age _____ for a weekly fee of \$ _____

(per child) at Shoomaan Group Daycare Home (herein "Shoomaan"). I/We understand that this fee is due each Friday (AM) preceding the week of child care. This is a guaranteed rate and includes full pay for holidays, with no credit for absent or sick days. Payment need to be paid in advance of the first day of attendance. Mid-week enrolments will be pro-rated.

My/Our child will be in daycare on the following days (check all that apply):

Monday Tuesday Wednesday Thursday Friday

Full-Time Part-Time Regular Hours Extended Care

I/We understand that the daycare hours are from Monday to Friday 7:30 AM to 5:30 PM CST with Extended Care (additional fees apply) hours from 6:00 AM to 6:30 PM CST.

Agreement

By enrolling my/our child in Shoomaan Licensed Day Care, I/we understand and agree to the following terms:

Late Payments: A late fee of \$10.00 per day per child will be charged if the payment is not received on the Friday (AM) of the preceding week of care. If a payday falls on a Friday when Shoomaan is closed, the payday will be on Thursday. Payments processed on the following Monday will assess a late charge of one (1) day. This applies to those making regular payments as well as those enrolled in Kansas Department of Children and Families (DCF). The late payment will be due the following Friday (AM) in addition to the standard weekly rate stated above.

Late Pickup: It helps your child tremendously if Shoomaan is informed of any late pickups as we will prepare your child in accordance to your arrival time. Therefore, it is very important that we are aware of any late pick-ups or changes in your schedule. Show your child stay in attendance earlier or past the hours stated above, an early drop-off and/or late pick-up charge of \$5.00 per child per 15-minutes will be assessed. The late payment will be due the following Friday (AM) in addition to the standard weekly rate stated above.

Return Check Policy: A \$25.00 return check fee will be assessed for any returned checks. Parent(s)/guardian(s) with more than two (2) returned checks will be required to pay weekly dues with cash or money order and no further checks will be accepted for the length of the child's enrollment at Shoomaan.

Holidays: The fees stated above is a guaranteed rate which includes full payment for holidays listed below in which Shoomaan will be closed. If the holiday falls on a Saturday, the preceding Friday will be closed. If the holiday falls on a Sunday, the proceeding Monday will be closed.

Shoomaan will be closed in accordance to the following Holidays: New Year's Eve, New Year's Day, Memorial Day, Labor Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day

Vacation & Sick Days: Shoomaan will be closed for vacation (2) weeks per year between the months of June to September. This is included in all fees. A two (2) week advance notice will be provided. Shoomaan will also give

advance notice for any reason that will require the closing of its facilities. In addition, five (5) sick days are included in all fees.

If the parent(s)/guardian(s) and child will be taking vacation, a two (2) week notice is requested.

All vacations during the year of contract will require the full rate to be paid in order to maintain your child's place.

Extended Absence: A two (2) week written notice for any leave/extended absence is required. Otherwise, Shoomaan cannot guarantee your child's place and this contract may be terminated.

Medicine: Medication will not be administered without written consent. A notice will need to be furnished for the prescription with proper instructions for administration. All medication must be labeled clearly and given directly to the a caregiver at Shoomaan.

Health and Safety: Shoomaan's primary concern is the health and safety of your child. Please us what we do each day to keep your child safe for more detailed information. However, at times accidents and injuries may occur. Please be advised that neither Shoomaan nor its caregivers shall be held responsible for accidents or injuries. All medical expenses, including emergency treatment and subsequent medical care, shall be the responsibility of the parent(s)/guardian(s).

Illness: The State Law requires that you provide documentation of your child's immunization within 14-days of attendance (see Kansas Immunization Law). Should your child have a contagious illness, we ask that they be kept at home for the sake of other children. Please exercise good judgement in bringing your ill child to our group setting.

Verification of Legal Custody: Should your child require drop-off and/or pick-up by anyone other than the parent(s)/guardian(s) stated within this Enrollment Agreement, Shoomaan will require advance written notice as well as a copy of the court order recognizing legal custody as well as visitation schedules. Otherwise, the child will only be allowed pick-up and drop-off by the parent(s)/guardian(s) stated within this Enrollment Agreement. This is strictly for the safety of your child.

Social-Emotional and Behavioral Issues: Shoomaan strives to create an environment and interact with children in a manner that promotes and encourages positive behaviors. Open communication and engaging the family in activities is enforced, as this will help develop a child's emotional well-being, social competence, basic coping and problem-solving skills. Should we recognize any issues, we will work with the parent(s)/guardian(s) to develop an individualized plan to work with the child and his/her family on observed behavioral issues. For information on available, resources and screenings contact your local CCR&R or KCCTO.

Termination: A two (2) week written notice prior to termination of this Enrollment Agreement must be provided. If a termination notice is not provided, the weekly fees for attendance will be charge for the two-week period. Termination notices will not be accepted while Shoomaan, the child and/or parent(s)/guardian(s) are on vacation or on extended absence.

Shoomaan also reserves the right to terminate this Enrollment Agreement should the parent(s)/guardian(s) stated above not comply with any of the terms stated above.

The parent(s)/guardian(s) will sign and submit all documentation as prescribed by laws of the State of Kansas in a timely manner and will notify Shoomaan of any changes of status, contact, availability, and/or other information necessary for the welfare of the child placed in the facility's care.

By signing below, the parent(s)/guardian(s) will abide by all such rules and regulations as outlined in this Enrollment Agreement.

My/Our signature below indicates that I/We have read and agree to all the terms stated in this Enrollment Agreement

Parent(s)/Guardian(s) Signature 1: _____ Date: _____

Parent(s)/Guardian(s) Signature 2: _____ Date: _____

Shoomaan Licensed Home Day Care Signature: _____ Date: _____

Enrollment Copy

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This is a copy of the enrollment agreement for your records.

Please keep this copy in safe place for further reference.

Agreement Copy

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Late Payments: A late fee of \$10.00 per day per child will be charged if the payment is not received on the Friday (AM) of the preceding week of care. If a payday falls on a Friday when Shoomaan is closed, the payday will be on Thursday. Payments processed on the following Monday will assess a late charge of one (1) day. This applies to those making regular payments as well as those enrolled in Kansas Department of Children and Families (DCF). The late payment will be due the following Friday (AM) in addition to the standard weekly rate stated above.

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This agreement was agreed to and signed on:
