

Start Date: \_\_\_\_\_

Withdrawal Date: \_\_\_\_\_

### KIDZ PARADISE PARENT AGREEMENT

(55 PA CODE CHAPTERS 3270.123 & 181(C); 3280.123 & 181(C); 3290.123 & 181(C))

**Child Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Weekly Fee Amount:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

*\*Please be advised that all schedule changes must be cleared through the Director at least 24 hours in advance in order for Kidz Paradise to ensure care. As per state regulations, the center must guarantee appropriate staffing for all the children in our care. If approval is not given ahead of time, we may not be able to accept your child into care till their scheduled time to remain in compliance with State Regulations. Thank you for your cooperation.\**

*\*\*Please Circle the appropriate enrollment and meals below\*\**

**Classroom:** Infants Toddlers Preschool Prekindergarten Before/After School

**Full-time / Part-time** **Days:** Monday Tuesday Wednesday Thursday Friday

**Meals Provided:** Breakfast Lunch PM Snack

*Kidz Paradise participates in the Child and Adult Care Food Program through the Department of Agriculture and must retain ALL the attached info to be in compliance with CACFP regulations.*

**Registration Fee:** \$85.00 **Annual Fee:** \$35.00 **Late Pick-up Fee:** \$25.00 every 15 minutes

**Additional Fees:** \$45.00 Returned check fee \$5.00 Key Card Replacement

**Services Provided by Kidz Paradise:**

Educational services including, but not limited to, cognitive skills, social/emotional skills, motor skills, language and literacy skills, etc. A lesson plan is available for parents to review in each classroom on the parent board. Breakfast and lunch are provided and served 8:30am-9:00am/11:30am-12:00pm. Afternoon snack will be served between 3:00pm and 4:30pm depending upon age group. The center provides a Meal Menu on each classrooms parent board.

**Holidays and center closings:**

Kidz Paradise reserves the right to close in the event of an emergency or extreme weather. This will be broadcasted through WFMZ News and on Kidz Paradise Facebook page and the Kidz Paradise Website. The following are the scheduled closing for holidays: July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day, Black Friday, Christmas Day, New Year's Day, MLK Jr. Day, President's Day, Good Friday and

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Memorial Day. Kidz Paradise will also close at 1:00pm on Christmas Eve and New Year's Eve. (Kidz Paradise reserves the right to update the calendar to meet the needs of the staff and families.)

**Persons to whom the child may be released:**

*\*Tuition is billed the Monday before services provided. If not received by the end of the business day (6pm) Thursday before services provided, there will be a \$35.00 late fee automatically applied to the account. If tuition is not paid by the end of the day Friday before services provided, Kidz Paradise will be unable to provide care for the coming week. All tuition rates are subject to change.*

\*Tuition may be paid by check or money order. Parents are encouraged to submit payment in the secure parent portal by bank draft (ACH) or by major credit. This service is provided for your convenience and is free. Enroll by visiting <http://www.kidzparadise.org> and click on Parent Portal.

\*One (1) week vacation/sick credit will be granted at fifty (50%) percent off the tuition rate if a child is absent for five (5) consecutive days. After that, there will be a twenty (20%) percent credit for additional vacation/sick time.

\*If there is a change in schedule, days or times, the director must be notified *before* the change may take effect. If schedule changes are not cleared through the office in advance, Kidz Paradise reserves the right to refuse care till scheduled time. This is to ensure proper staffing for every child in the building as regulated by the PA Department of Public Welfare.

**\*Registration Fee:** A non-refundable registration fee of eighty-five dollars (\$85.00) is payable when you enroll a child for the first time. A registration fee of thirty-five dollars (\$35.00) will be posted to all accounts, except for families enrolling after Sept. 1<sup>st</sup> of the previous year, annually in January.

**\*Withdrawal:** The center shall give careful and detailed consideration to cases of withdrawal or dismissal of students and shall have written statements, provided to parents upon enrollment, to notify of the procedure for refunding on unearned fees or charges.

- Tuition paid in advance shall be refunded in full if a registered child withdraws with a two (2) week notice or is requested to withdraw.
- Payment in Case of Withdrawal: Two (2) weeks prior written notice, or two (2) weeks tuition is payable upon the child's withdrawal from Kidz Paradise.
- In the event of withdrawal prior to two-week (2) notice there will be NO monies refunded.
- If a family does not give two-weeks (2) notice, their account/card on file will be billed appropriately for those two-weeks of care.

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\* In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

By signing this form, I acknowledge that I have received a copy of the Parent Handbook with Kidz Paradise policies and procedures (3270.121, 3280.121, 3290.121) and agree to abide by these policies. I also agree to update the emergency contact/parental consent form information every six (6) months or as needed to make changes (3270.124, 3280.124, 3290.124). I agree, in the event we no longer need care, to provide Kidz Paradise with a two (2) weeks written notice. If two (2) weeks' notice is not provided, the parent/guardian is responsible for payment equivalent to those two weeks.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director Signature**

\_\_\_\_\_  
**Date**

**6 Month Review**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**