

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:** _____

TUITION RATES:

Infants: 6 weeks-12 months	<i>Full time:</i> \$375.00	<i>Part time:</i> \$310.00
Pre-Toddlers: 13 -24 months	<i>Full time:</i> \$355.00	<i>Part time:</i> \$295.00
Toddlers: 24 -36 months	<i>Full time:</i> \$345.00	<i>Part time:</i> \$280.00
Preschool/Pre-K: 3-5 Years	<i>Full time:</i> \$310.00	<i>Part time:</i> \$250.00
School-Age: K-12years	<i>Before AND After:</i> \$185.00	<i>Before OR After:</i> \$120.00

Full time care is anything more than 25 hours (10 hour a day max).

Part time care is anything 25 hours or less of care within the week.

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.

****In the event a child will be dropped off later than their scheduled time, Kidz Paradise requires parents to notify the center through Procure notes by 9:30am. In the event that a late drop off has not been notated in Procure before 9:30am, Kidz Paradise will be unable to provide care for that day. We do ask that when parents document that late drop off, a estimated drop off time be included. All absences should be reported through Procure by 9:30am (or before the regularly scheduled drop off time). Kidz Paradise reserves the right to refuse care to any family who does not clear schedule changes through the office ahead of time. ****

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Kidz Paradise Additional Fees

**Registration Fee: \$85.00 Annual Fee: \$35.00 Late Pick-up Fee: \$25.00 every 15 minutes
Additional Fees: \$45.00 Returned check fee**

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.

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 3:45pm 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, Procure, Kidz Paradise Facebook page and the Kidz Paradise Website. The following are the scheduled closing for holidays: July 4th, Labor Day, Columbus Day, Thanksgiving Day, Black Friday, Christmas Day, New Year’s Day, MLK Jr. Day, President’s Day, Good Friday and 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. Please refer to the annual center calendar for exact dates.)

Persons to whom the child may be released:

**Tuition is invoiced on Sunday a week before services will be rendered. Tuition will be automatically submitted through Procure by the end of the day the Thursday before care is provided. If tuition is not received by the end of the business day (6pm) Thursday, 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.*

* Parents are encouraged to submit payment in the secure parent portal by bank draft (ACH) as there are no service fees applied. All credit card payments will be subject to a 2.95% processing

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fee. All payments will be submitted through the Brighwheel app and we will be unable to accept check or money order for weekly payments.

*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 annual fee of thirty-five dollars (\$35.00) will be posted to all accounts at the start of the new school year the first week of September each year.

***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.

If your account has an unpaid balance at the time of withdrawal a penalty of \$20.00 plus 5% interest will be assessed on the 16th day. Penalties and interest will continue to accrue every 30 days to any unpaid balances. Any legal fees or expenses incurred during the collection of this debt will be added to the balance and will be the customer's responsibility.

** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
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