



Ages 2-4 yrs CHILD CARE YEAR CONTRACT

Child's Full Name _____ Date Of Birth _____ Age Day 1 of Care _____

Home Address _____ City _____ State _____ Zip _____

Parent/Guardian Full Names _____

Please initial the program you have selected for your child's care needs

2 Year Old Age Group \$160.00 per week Initial _____ 3 Year Old - 5 Year Old Age Group \$155.00 per week Initial _____
Pre-School Partial Day \$125 per week Initial _____ Pre-School Partial Day with (1 way) Transportation \$145 per week Initial _____
Other _____ \$ _____ Initial _____

Payment Policy

- Full tuition payments are expected, regardless of your child's attendance. There will be NO financial credit of tuition for emergency closings, weather related closings, illness, holiday closings, suspensions/expulsions, unexpected withdrawal (for any reason) and/or family vacations. If your child is out of the center for an extended time (more than 2 weeks) due to illness/hospitalization, those cases will be addressed individually by the Center Director.
- Tuition payments are **due one week in advance** prior to the week of care. Crown Care tuition payments are **due on Monday one week in advance of care week**. Parents are required to participate in a cash management program which will automatically debit the tuition from your credit card on Monday for the upcoming week. Payments returned for uncollected and/or insufficient funds will be assessed a \$35 fee, in addition to your bank charges. At the time of registration the first two weeks of tuition are due before the child can attend Crown Care; after that Credit Card auto withdrawal will take effect every Monday before the week of service.
- If early contract termination and/or a change to the contact is required, parent/guardian must complete and submit a **WITHDRAW/CHANGE REQUEST FORM** to Crown Care giving 30 days advance notice. The thirty day advance notice will begin the date the WITHDRAW/CARE CHANGE REQUEST form is **SUBMITTED** to the Crown Care Director. If no early notice is given, parent/guardian **WILL BE RESPONSIBLE FOR FULL PAYMENT** for the next 30 days.
- Tuition may be increased periodically. You will be given 30 days notice before a tuition increase takes effect.

Sibling Discount:

- A sibling discount will be issued when siblings contract for Crown Care. Discount is applied at the rate \$10 per week after one full price tuition. Each sibling must be registered for both Before **AND** After Care and/or full day care.

Refund Policy:

- No refunds will be issued if your child is suspended/expelled from care. Refunds will be issued only when the prepaid amount exceeds the thirty day written notice.

Late Pickup Policy

- Crown Care closes at 6pm. Please make arrangements to pick-up your child on time. If you are late picking up your child a late fee will be assessed at the rate of one dollar for each minute you are late. This fee will be assessed according to our clocks. Payment is due when you pick up your child or the morning following the occurrence. Your child will not be allowed to return to care unless the fee is paid in full.

Supply Policy:

- Parents will be given a supply list for their child's classroom. Please be sure to supply those items on your child's first day of care. If your child needs diapers or pull-ups, please make sure to pack them with your child's supplies and refill as needed.
- Parents are required to provide blankets for rest time and food items for lunch daily.

Personal Belongings:

- Child/ren should not bring personal items that cannot be replaced. Crown Care will not be held responsible for lost, stolen or damaged items (example: mp3 players, I-pods, hand-held video games, cell phones, clothing, blankets, sheets, storage containers, books, toys, lunch and/or drink containers, etc).

Conduct and Discipline:

- Crown Sports Center Crown Care are committed to providing a safe and positive environment for all children. To ensure this, children and parents are expected to immediately report any personal offenses or threatening situations to the Crown Care Director. The Code of Conduct is included in Crown Care packet so that children and their families are informed of the behavior expected of all participants for the safety, health and happiness of the participants and staff.
 - Disciplinary Measures May Include: verbal warning, time out, loss of special event privileges, phone call to parent, parent conference, suspension and/or immediate dismissal without a refund.

Crown Sports Center reserves the right to cancel this contract at any time, without notice. Initial _____

I agree to allow Crown Sports Center/Crown Care and its subsidiaries the right to use my child's photograph in facility advertising campaigns. Initial _____

I have read and I understand and agree to all the terms and conditions listed in this Crown Care Contract and Parent Handbook. I agree to pay in full for the child care year contract and any accrued fees.

Signature of Parent/Legal Guardian Responsible for Payment _____

Printed Name: _____ Date _____