



## Admission Agreement

Learning Connections of Galesburg, 849 S Henderson St, Galesburg, IL., (309) 343-3014 (hereinafter referred to as the "Center") is a non-profit child care facility operated by Learning Connections of Bartonville. The school is licensed by the state Department of Children and Family Services.

**A. BASIC SERVICES**

*The center shall provide the following childcare services for:*

<b>Primary Contact</b>	
Last Name: _____	First: _____
Address: _____	
City: _____	Zip: _____
Employer: _____	
Home #: _____	Work #: _____
Cell #: _____	SS#: _____
Email: _____	

<b>Secondary Contact</b>	
Last Name: _____	First: _____
Address: _____	
City: _____	Zip: _____
Employer: _____	
Home #: _____	Work #: _____
Cell #: _____	SS#: _____
Email: _____	

### SCHEDULE

Child's Name	Birthdate	Monday	Tuesday	Wednesday	Thursday	Friday	Flex only

**\*\*All Full Time Children scheduling more than 50 hours will be billed hourly for each additional hour.**

**There is a two hour minimum usage per day and fees are paid at the beginning of the week on Monday or daily if used occasionally. The registration fee for all children is \$50.00 per child or \$75.00 per family. All registration fees are non-refundable. A written notice is required two weeks prior to withdrawal from Learning Connections of Galesburg.**

1. Full-time child care between the hours of 6:00am and 6:00pm, Monday through Friday not to exceed 50hrs/wk. As pre-arranged, excluding days the school is closed. Yes\_\_\_\_\_ No\_\_\_\_\_
2. Part-time child care between the hours of 6:00am and 6:00pm for a daily fee as laid out by the set fee schedule and corporate policy. Yes\_\_\_\_\_ No\_\_\_\_\_
3. Flex-Care when occasions arise for an hourly fee as detailed by the set fee schedule and corporate policy, when space is available. No guarantees are made in reference to space availability. First come, first served!
4. The child shall be furnished breakfast, a well balanced lunch and an afternoon snack.
5. The child shall be given assistance with personal care as needed.
6. The child shall be provided with an opportunity to nap between the hours of 12pm and 3pm on a cot or mat provided by the school. **No drop offs are allowed between 12 and 2:30pm.**
7. The child shall be placed in a group of peers based on age and/or special needs.
8. The child shall be involved in a program of play and learning experiences which are appropriate for the ages of the children enrolled in the school. A balance of active and quiet play is provided for, with individual and group activities which are geared toward the emotional, social, physical, creative, and cognitive development of young children.
9. The school shall assume responsibility for the child after the child has passed the legally required morning health inspection and has been signed in by a parent, guardian, or designated representative of the child's parents or guardians. The school shall retain responsibility until the child is signed out by a parent, guardian, or designated representative of the child's parents or guardians.

10. The child shall be administered physician-prescribed medication only upon the written request of the child's parents or guardians. The school shall not administer a nonprescription medication unless it is accompanied by a physician's request to do so. Whenever possible the first dosage of medication should be given at home so that parents may watch for possible reactions.
11. The school shall give appropriate first aid to a hurt child. A parent or guardian shall be contacted if it is the judgment of the school staff that immediate medical attention is necessary. If it is further the judgment of the school staff that the injury is of an emergency nature, paramedics shall be called to the school and a parent or guardian shall be contacted.
12. When a child becomes ill, a parent will be notified immediately. The child will be isolated and given appropriate care until a parent arrives.
13. The school shall notify the child's parents or guardians of a suspected exposure to a communicable disease.
14. The school shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
15. The director or any other staff members shall report to The Department of Children and Family Services or the Police Department as required by the state Penal Code any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

## **B. PAYMENT PROVISIONS**

### **In accordance with the statement of fees in the parents' handbook:**

1. A **non-refundable** registration fee shall be paid upon enrollment. This fee is due each August for students who plan to continue in our program. If a child withdraws from the program an additional registration fee must be paid to re-enroll. This fee will not be prorated.
2. Written notice must be provided a minimum of two weeks prior to withdraw from the center.
3. Tuition and accommodation fees shall be paid on Monday each week before attendance for full-time students and daily students alike. A \$5.00 late fee will be added to the balance for every day the tuition remains delinquent. If tuition has not been paid by Friday of the following week the child's position will be forfeited. All remaining balances as well as additional two weeks tuition will be collected and all collection fees and late fees will be the full responsibility of the child's parent or guardian.
4. If I am applying to receive subsidized childcare from IL DHS or any other funding source, I agree to pay the full weekly or daily rate until I am approved.
5. If I am approved to receive subsidized childcare from IL DHS or any other funding source requiring monthly co-pay, my co-pay will be divided by 4.33 to figure a weekly rate which will be due each Monday. If I receive subsidized childcare from IL DHS, I agree to pay the difference between LCG rates and subsidized rates. I will also pay the full daily rate for any days my child/ren attends that are not approved by the agency providing the subsidy.
6. No refunds will be given for unused tuition and fees. All remaining credits must be used by client within one year and are non-transferable. All credits expire one year from issue.
7. Credit for unused tuition or accommodation fees shall be given if this agreement is terminated as provided for in Section D3 and D4 of this agreement.
8. No credit shall be given for days the school is officially closed. Except during Christmas shutdown. (Christmas day through New year's day)
9. Parents are expected to pay for all "scheduled" days whether their child is present or not. All parents must call the center if their child will be arriving after their scheduled time. If we are not informed, space is not guaranteed. All parents of school-age children will be charged \$15.00 if we are not informed of where your child will be after school. *We become very concerned if we cannot locate your child. Please be sure to communicate their whereabouts to the Director.*
10. All families in attendance, full-time, for one year or more continuously, will receive one week of vacation credit per year. This credit may be used at their discretion provided a minimum of two weeks written notice is given prior to the vacation. This week must be used as a whole and may not be taken day by day.
11. The center closes at 6:00pm Monday through Friday and any child remaining on the premises after 6:00pm will be charged \$15.00 for every 5 minutes late until a parent arrives. A phone call from the parent will not waive this fee. If a child has not been picked up, within sixty minutes of closing, and contact with the parents or authorized individuals cannot be established, the appropriate authorities will be contacted and asked to intervene. These may include but are not limited to DCFS, Police, and the child abuse hotline. The center will maintain responsibility for the child's protection and well-being until the parent or outside authorities arrive. **Staff will never hold the child responsible for the situation. Discussion of this issue will only be with parent or guardian and never with the child.**

### **C. OBLIGATIONS OF PARENTS OR GUARDIANS**

1. A parent or guardian shall furnish requested medical information before any child will be allowed in attendance as per DCFS requirements.
2. A parent, guardian, or designated representative of the child's parents or guardians shall bring the child to the school building upon arrival, wait for a health inspection, and then sign in on the appropriate register.
3. A parent, guardian, or designated representative of the child's parents or guardians shall sign the child out on the appropriate register and notify the teacher before taking the child from the premises.
4. The parents or guardians shall notify the school in writing when someone other than those named on the emergency information card will be picking up the child. If an emergency occurs after the child is in attendance, a phone call from the child's parents will be sufficient.
5. The parents or guardians shall be responsible for washing the child's napper set every week. The child must return on the following day of attendance with his/her clean napper set. If the napper is not returned the following day, a note will be sent reminding the parent, and a \$5 fee will be charged for each day the child is without a napper. If the napper is not returned by the third day a replacement will be issued and the client will be charged \$30.00.
6. The parents or guardians shall see that the child is dressed appropriately when brought to school, following the guidelines in the parents' handbook.
7. Parents or guardians must notify the school when the child is absent or arriving after their scheduled time. No discount will be given for days absent.
8. The parents or guardians shall give two weeks written notice prior to withdrawal from Learning Connections of Bartonville. If two weeks written notice is not given, billing for tuition will continue for two weeks after last date of attendance. All late fees and collection fees are the parent's full responsibility.
9. The parents or guardians shall abide by the parking rules of the school.
10. The parents or guardians shall call the center when the child will be picked up at a later time than specified at sign in. Any hours in addition to those specified will cost only \$1.00/hour for full time students, regardless of whether they are scheduled or not. This excludes any time past closing. Part time customers will be billed at the highest hourly fee for those unscheduled hours and capped at the full time rate. This excludes any time past closing.
11. The parents or guardians shall respect the values being instilled at the center at all times. (i.e. love, respect for others, kindness, patience, goodness, gentleness and self-control)
12. The parents or guardians shall refrain from reprimanding children of other families while on the school premises.
13. The parents or guardians will remain calm at all times while on the premises. Refraining from raising their voice to any child including their own. The use of derogatory language will not be tolerated at any time.
14. The parents or guardians shall schedule conferences when requested by a staff member at a mutually agreed upon time.

### **D. TERMINATION OF THE AGREEMENT**

*A child may be dismissed from the center for any of the following reasons:*

1. The parents or guardians of the child allow their account to become delinquent.
2. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations, or manuals provided by the school.
3. The center in its' sole and unfettered discretion determines that it is unable to meet the needs of the child.
4. The center in its' sole and unfettered discretion determines that it is not in the best interest of the center or other children enrolled at the center to have the child in attendance.
5. Failure of the child's parents or guardians to cooperate with the center which the center determines in its' sole and unfettered discretion is serious enough to warrant termination.
6. The center in its' sole and unfettered discretion determines that the parents or caregivers of any child are a detriment to the center or its reputation.
7. If dismissal occurs for any reasons listed in # 4 above, referrals will be made to help with replacement of care.

### **PROCEDURE**

In exercising its discretion under numbers 2, 3, 4, and 5 above, the center may require the child and/or the child's parents or guardians to attend conference(s) with school personnel regarding the matters that potentially warrant termination of the agreement. The child's parents or guardians may request a conference with school personnel regarding the matters that potentially warrant termination, but the center shall have no obligation to grant any such request. The school's director and staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this agreement.

**E. MODIFICATION CLAUSE**

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modifications may only be made in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

**F. OTHER**

This provides that:

The parties to this agreement are aware of the Department of Children and Family Services’ right to interview the child and the school staff, and to inspect and audit all records maintained by the school, without securing the prior consent of anyone. The parties are also aware of the licensing agency’s right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a licensed medical professional physically examine the child.

**SIGNATURES TO AGREEMENT**

For services listed in this agreement, and in accordance with the terms of this agreement, I agree to pay Learning Connections of Galesburg, the monthly/weekly sum predetermined by my child’s class assignment as described on the registration form. I understand that all full time students are allowed to schedule up to 50 hours of attendance with no additional fees, and that all hours in excess of 50 hours will be charged \$1.00 per hour regardless of whether or not they are scheduled. I understand that if my account becomes delinquent, I will be responsible for all late fees which will continue to accrue even after my withdrawal from the center and that all collection fees and court costs will be my responsibility as well.

I further agree to pay the registration fee of \$50 per child or \$75 per family every August and to pay a two-week deposit which I understand will be held for my final two weeks of tuition. If the two week deposit is waived for any reason, all parents are required to give a two week written notice before withdrawal from the center. If no notice is given the parents or guardian will be billed and collected on for the next two weeks of tuition regardless of whether or not the child was in attendance.

I agree to cooperate with the general policies of the center, to perform the obligations of parents or guardians set forth in this agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the center. My signature below indicates that I have read the terms of this agreement and that I have read the rules, regulations, and manuals promulgated and provided by the school. It further indicates that I have had this material explained to me and that all of my questions have been satisfactorily answered.

Primary Contact \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_