



**PREMIER ACADEMY**

**2015 - 2016**

## **ENROLLMENT AGREEMENT**

1. The 2014-2015 school year is September 2, 2014 through June 3, 2015.
2. The Program's hours of operation are Monday through Friday 5:30 am - 6:30 pm.
3. The extended hours of operation are Monday through Friday 6:30 pm – 8:30 pm.
4. I understand that weekly tuition includes milk, breakfast, and am / pm snacks. I will provide formula / bottles, diapers, pull-ups and wipes as needed (if applicable).
5. There is a \$50 annual and non-refundable Supply Fee (\$150.00 for Junior Kindergarten).
6. **Tuition is due on the Friday before the week of care provided.**
7. Tuition is automatically debited from your checking account using Tuition Express. If you choose not to participate, a \$2.50 handling fee will be billed to your account each week for paying by cash or check. All credit card payments will be charged at the non-discounted tuition prices.
8. **\*\*A late fee of \$15 will be charged to your account if tuition is not paid by Friday at 6:30 pm before the week of care provided.**
9. **\*\*A \$25 fee will be charged to your account for each NSF payment.**
10. Once your account is more than one week in arrears, your child may not return until your account is paid up to date, including the current week and all additional fees, unless payment arrangements have been submitted and accepted by the owner.
11. It is required to sign your child in and out daily using the Procure Software located in the front lobby.
12. It is required to fill out a schedule form regarding your child's days and hours. Two weeks notice is required in order to make any changes to this schedule. All schedule changes are subject to availability. If your child needs to attend on a day that they are not normally scheduled, you must first contact the front office to request availability for the additional days and verify that there is availability in the classroom. Your account will be charged for the additional day. We are not able to swap days for holidays, absences, etc.
13. Extended Care hourly charges for your child will be applied to your account if your child is in attendance after 6:30 pm.
14. The Program will be closed the following days: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and at 3pm on New Year's Eve. If the holiday falls on the weekend, the program will close in accordance with local observances.
15. There will be no discounts for absences or holidays.
16. Each family will be allowed two weeks' vacation per year. One week to be used between September 1 and February 28 the second week to be used between March 1 and August 31. You may not bank unused vacation weeks for the next year. A two week **written** notice is required for vacation.
17. Two weeks written notice is required for withdrawal from the Program. A withdrawal form must be filled out and submitted to the office two weeks prior to the last day of attendance. Vacation weeks **MAY NOT** be used as part of your two week notice.
18. I understand that Planet Kids Premier Academy has a non-compete clause between parents and employees. Parents may not solicit and employ Planet Kids Premier Academy's employee's at any time during Planet Kids Premier Academy's hours of operation Monday through Friday 5:30 am – 8:30 pm..
19. I understand that all previous Standard Forms still apply from year to year unless I withdrawal from the Program.

**Child's Name** \_\_\_\_\_

**I hereby understand and agree to abide by this Enrollment Agreement:**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name