IBSLC enrollment is operated Monday thru Friday from 6:00am to 6:00pm to any child 6 weeks to school-age years of age, and is granted without discrimination to regard to sex, race, color, religion, or political brief**.** Our program offer full-time, part-time, 4-K preschool, before/after-school, and drop-in enrollment. They are defined below:

I understand the following fee/policies (Please initial the following as you read and understand them).

* **Full-time:** A child who attends no more than **10 hours** a day. Additional fees will be charged after 10 hours.
* **4 – K/Preschool (wrap around care):** The center participates in the State funded preschool readiness program, which hours are **8:00am** **to** **2:30pm**, Monday thru Friday. (Note: Any child that is enrolled in this program, and comes in the center before **8:00am**, and/ or stays after **2:30pm** is considered a drop-in student to the center for the time that is accrued outside of the 4-K program hours.)
* **Before-school:** A child who is enrolled before regular school hours is considered a before schooler. Before school hours are from **6:30am to 8:00am**.
* **After-School:** A child who is enrolled after regular school hours is considered an after schooler. After school hours are from **2:30pm to 6:00pm**.
* **Drop-in/Drop-off: Drops-in are based on availability for teacher-child ratio.** A child that is not enrolled in the center, but is bought in for care for up to **4** hours a day, for up to **3** days a week, at the hourly rate. The child must have an up to date shot record on file. Drop–in must give a **48** hour notice. Drop-ins will be charged an hourly rate. Drop-in (rates are paid in advance with cash only) the correct change must be made.
* **Reservations:** Upon new enrollment/prior to child’s start date, IBSLC will secure an open child care space for a period of one week with a registration fee. After the end of that week, the child will need to have started the program, or child care tuition will be due or the space will be lost. If child care is needed months in advance, you will be put on a waitlist (**ex**. Your family will be moving to the area in 2 months and need child care). Child care fees made during this holding period are non-refundable and will **not** be credited towards care once care begins or should parents decide not to bring their child after this agreement is made. We cannot secure a space for longer than one week. Int\_\_\_\_\_\_

The weekly tuition rate is based on the contracted hours listed above. Any change to these hours will result in a change in the tuition rate and contract. You are required to notify us at least two weeks in advance of any changes in the contracted hours. You will need to make changes to your contract. Int\_\_\_\_\_\_\_

**OVERTIME RATES ARE AS FOLLOW**

For the purpose of this contract, overtime rates are considered any amount of time that care occurs prior to the scheduled drop off or after the scheduled pick up time.

\*Fees are due the first contracted day of care each week regardless of attendance or child care closing.  
If your child is enrolled at IBSLC on a daily basis and misses any days, you are still responsible for the full week tuition regardless of any absences. Int\_\_\_\_\_\_

**WITHDRAWL NOTICE:** I understand that in order to withdraw my child’s enrollment at IBSLC, two weeks written advance notice is required and that I must sign IBSLC withdrawal form. If I withdraw my child without giving two weeks advance written notice, then I will be responsible for paying for two weeks tuition after the last date of attendance. When you drop, you will need to re-enroll with a registration fee if there is a space available. Int\_\_\_\_\_\_\_

**PHOTO RELEASE:** Please be advised that Itsy Bitsy Steps Learning Center may take photos or video tape children in our center. These photos and tapes may appear on printed materials such as Social Media, classroom, brochures, newsletters, stories, news reports, on Itsy Bitsy Steps Learning Center website or used for training etc.

I understand and that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child’s enrollment.

\_\_\_\_\_\_Yes, I give permission for my child’s photograph, classroom and or video etc. to be posted on our school website, etc.

\_\_\_\_\_\_No, my child’s photograph, classroom and/or video etc. may not be posted on the website, etc.

**FEES**

Contract Effect Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Start date \_\_\_\_/\_\_\_\_/\_\_\_\_

This contract is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent(s) and Itsy Bitsy Steps Learning Center

Registration Fee $ \_\_\_\_\_\_ Date received \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Amount per/week ($) \_\_\_\_\_\_ Full-time \_\_\_\_\_\_\_ Part-time \_\_\_\_\_\_ 4k/Preschool \_\_\_\_\_\_ Before school

\_\_\_\_\_\_Afterschool \_\_\_\_\_\_\_ Drop-in

**Fees Options:** (check one) \_\_\_\_ \*Weekly \_\_\_\_ \*Bi-Weekly \_\_\_\_ \*\*Monthly \_\_\_\_ Hourly (due at time of drop-off)

\*\*Monthly payers must keep in mind that there is **5** weeks in some months. All weeks are paid weeks!!

**Method of Payment:** (check one) \_\_\_\_**\***Cash \_\_\_\_**\***Check \_\_\_\_ Swipe Debit Card/Credit Card (check-in station POS) (you will receive an email confirmation) \_\_\_\_\_ Procare On-line payment

Any payments made at the check-in station or on-line will post to your account ledger.

Tuition shall be paid in advance on **Monday morning** for the amount stated above. Tuition will include breakfast, lunch, and afternoon snack. Int\_\_\_\_\_\_\_

By signing this agreement I agree to comply with all the terms covered in this Contract & Financial Agreement. I understand this is a legally binding contract between all parties signed below, until all outstanding fees are paid. Int\_\_\_\_\_

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IBSLC Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_