

# Busy Bee Childhood Development Center, Inc.

1618 27<sup>th</sup> Street, Sacramento, CA, 95816

Phone: (916) 457-7348 Fax: (916) 457-2325

www.busybeesacramento.com

License # 343616190

## ENROLLMENT AGREEMENT

Childs Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parents/Guardians: \_\_\_\_\_

Schedule:

	MON	TUES	WED	THURS	FRI
A.M.					
P.M.					

One time Enrollment Fee \$ \_\_\_\_\_ Yearly Material Fee \$ \_\_\_\_\_

Monthly Tuition: \$ \_\_\_\_\_

### PAYMENT OF TUITION & RETURNED CHECKS

Tuition is to be paid in advance, and on the 1<sup>st</sup> of each month. Payment received after the 5<sup>th</sup> of each month is subject to a \$50.00 late fee. A fee of \$30.00 will be charged for any returned checks. Tuition Express will be mandatory after the second time a parent is late paying tuition within one year. Withdrawal of children from Busy Bee is required if parent is delinquent after two months.

Rates are subject to changes. Busy Bee will provide written notice to the parent or authorized representative at least (30) calendar days prior to any rate change or modification of this agreement. *There are no refunds or credits for absences or vacations.*

### BUSY BEE HOURS

Busy Bee is open from 7:00 am to 6:00 pm Monday through Friday. Parents are required to sign their children IN and OUT each day. Proper photo identification is required for any individual who picks up children. *Children may not be dropped off after 10:00 am unless for a doctor's appointment, and with prior notification.*

### OVERTIME FEE

A late fee of \$1.00 per minute must be paid to the child's teacher by the next business day for pickups after 6:00 p.m.

### HOLIDAYS & CLOSURES

Busy Bee closes for all California state holidays as well as the week in between Christmas and New Year's. Busy Bee will provide at least two weeks notice of any additional days Busy Bee needs to close. There are no refunds or credits for any closed day.

HEALTH & WELLNESS

Children should attend Busy Bee only when in good health. Busy Bee will notify parents if your child becomes ill during the day. Children must be picked up immediately after notification, and cannot return unless symptom free for 24 hours. Parents agree to notify Busy Bee if a child is exposed to or contacts a contagious disease. Parents will also be notified of communicable diseases in accordance with health Department regulations. If properly authorized, Busy Bee will administer properly labeled prescribed medication at noon.

All children must be have current immunizations, and copies of Immunization Records and Physicians Report provided to Busy Be within 30 days of registration. Thereafter, all children’s immunizations must remain current, and updated immunization records provided on request, when changes are made, and/or yearly. Parents agree to follow Busy Bees Wellness Policy.

DEPARTMENT OF SOCIAL SERVICES AND INSPECTION OF RECORDS

The Department of Social Services has the right to enter Busy Bee and observe students and their physical condition for indications of abuse, neglect, and inappropriate placement, and inspect any of the children’s records at any time without prior consent.

WITHDRAWAL

At least two weeks written notice of withdrawal from Busy Bee is required. Tuition is due through the 14<sup>th</sup> days after notice is given. Children will only be re-admitted upon space availability. Re-enrollment will also incur a separate registration fee, and the execution of a new enrollment agreement.

DISMISSAL/TERMINATION

Busy Bee will do everything reasonably possible to accommodate child’s individual needs, but if a child or parent exhibits behavior that can be harmful to other children, staff, or other adults or is in conflict with Busy Bees policies, Busy Bee may dismiss the child from the school without prior notice. Upon dismissal, all unused prepaid tuition will be refunded. Children may also be terminated for parents’ violation of this agreement including but not limited to lack of payment for tuition.

INCORPORATION OF BUSY BEE POLICIES AND PROCEDURES

Parents agree to follow Busy Bees policies and procedures which are incorporated into this agreement.

PRIOR AGREEMENTS

This Agreement supersedes and replaces any and all previous agreements between the parties.

I have read and understand Busy Bees Parents Handbook and policies. I agree to abide by the Enrollment agreement and all Busy Bee policies.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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