

MISS AMY'S LLC ADMISSION AGREEMENT

Miss Amy's LLC (*Miss Amy's Child Care Center*) is located at 211 Bradley St. Abingdon, VA Phone (276) 676-3151. Miss Amy's is owned and operated by Amy Bowie. The center is licensed by the Virginia Department of Social Services, Division of Licensing Programs, pursuant to the Code of Virginia, section 63.1-196.

Basic Services:

1. Full day pre-school program is offered year around between the hours of 8:00 am and 4:00 pm. We also offer a half day program from the hours of 9:30 am to 12:30 pm.
2. Extended care is available. We offer Before care 7:00 am - 8:00 am and After care 4:00 pm - 6:00 pm is available for an additional fee. For half day children, before care 7:00 am – 9:30 am is the only extended care option available.
3. We offer childcare for five days, three days, or two days. The Pre-K class (four & five years old) is a five or three day only class (full or half day).
4. Full day summer program is offered for currently enrolled school age children from the end of May until mid-August when school is back in session.
5. We provide a curriculum-based Pre-K program for your child that focuses on every aspect of your child's growth and development to meet their necessary milestones and prepare them for their next level of learning.
6. A breakfast snack is served each day as well as an afternoon snack.
7. Pre-school age children will be provided an opportunity to nap between 12:30 and 2:30 each day. Miss Amy's provides a cot and a sheet for this.
8. Pre-school age children shall be placed in a group of peers based on age and/or special needs as determined by the staff.
9. The center 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 center 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 center shall give appropriate first aid to a hurt or injured child. A parent or guardian shall be contacted if it is the judgment of the center 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.
11. The center shall notify the child's parents or guardians of a suspected exposure to a communicable disease.
12. The center shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
13. The Director or any other staff members shall report to Child Protective Services or the Police Department as required by the Code of Virginia, section 63.1-248.3 any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.
14. If your child attends on days that Music Together classes occur it will be included in your child care package.
15. We offer Ages & Stages (ASQ) testing free of charge.

Payment provisions:

- 1) In accordance with the statement of fees in the Handbook:
 - a) **All payments will be set up via Automated Clearing House (ACH)**
 - b) A non-refundable registration fee shall be paid upon registration. This fee is due annually, twice a year, before August first for the regular school semester and before May first for the summer semester.
 - c) Tuition (weekly payments for child care) shall be paid on the first day of each week or on the first day a child is enrolled to attend. Monthly and Semester payments are to be paid in advance.
 - d) **No credit shall be given for days the school is officially closed.** Tuition is the same for each week. The tuition charge does not change during holiday closings or closings for inclement weather, or any other reason. Furthermore, if a child is absent from school they will continue to pay for their space. Teachers must be paid regardless of your child's attendance.
 - e) There will be a reduction in tuition for families who have more than one child enrolled. For full time (5 full days) children the reduction will be \$10.00 per week. There is no reduction for part time children.
 - f) Payments will include (not limited to) tuition plus music and any other applicable fees such as: Extended care provided, supplemented lunch, late payment fees, registration, and/or activity fees.

Obligations of Parents or Guardians:

1. The parent or guardian shall furnish requested medical information not more than Ten days after enrollment. Parent or guardian shall furnish a proof of identity and an immunization record upon enrolling child. Proof of identity may be in the form of a State Birth Certificate; hospital record of birth or the attending physicians or attending midwives written record.
2. Once the registration payment is made and paperwork is submitted the parent or guardian shall have 5 days to make any changes to the schedule requested. After 5 days any requests to change your child's schedule will have to be made in writing two weeks prior to the date requested for the change with the understanding that changes will only be granted according to availability.
3. A parent, guardian or designated representative of the child's parents or guardians shall bring the child into the center and wait for a health inspection from the teacher, and then sign in on the attendance sign in sheet in your child's classroom.
4. A parent, guardian, or designated representative of the child's parents or guardians shall sign the child out on the appropriate register before taking the child from the premises.
5. The parents or guardians shall notify the center when someone other than those named on the emergency information card will be calling for the child or picking them up.
6. The parents or guardians shall provide the child with a small blanket or covering for naptime. Small pillows will also be allowed for children two and up.
7. The parents or guardians shall see that the child is dressed appropriately when brought to the center, following the guidelines in the parent's handbook.
8. The parents or guardians shall notify the center of the child's possible exposure to a communicable disease.
9. The parents or guardians shall notify the center when the child is absent.
- 10. The parents or guardians shall give two weeks' notice or forfeit two weeks' tuition and fees, in case of withdrawal from the program.**
11. The parents or guardians shall abide by the parking rules of the center.
12. The parents or guardians shall not reprimand children of other families while on the center premises.

13. We have a community here where each person has a role to play as an educator in a child's learning. We offer many services as a part of our curriculum and are constantly seeking out parents who have an interest and desire to be a part of the growth and development of their child's journey through learning. That being said, it is the expectation for the parents or guardians to participate in the various services and activities that we provide. Such as Parent Night, Parent Work Day, and Parent and Teacher Conferences.

Termination of the Agreement:

This agreement shall be terminated if any one or more of the following occur:

1. Serious illness of the child, preventing attendance.
2. The parents or guardians of the child allow their account to become delinquent.
3. Failure of the parents or guardians to honor the obligations listed in the agreement or in any rule, regulations or manuals promulgated or provided by the center.
4. The center in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
5. 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.
6. Failure of the child's parents or guardians to cooperate with the center then the center will determine in its sole and unfettered discretion is serious enough to warrant termination.

Procedure:

In exercising its direction under numbers 3, 4, 5 and 6 above, the center may require the child's parents or guardians to attend conferences with the center's personnel regarding the matters that potentially warrant termination. The center's director or staff shall have the sole right and responsibility to determine and dispute factual matters regarding termination of this agreement.

Modification Clause:

This agreement may be modified whenever any of the circumstances covered by this agreement change. 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 the agreement and shall not be enforceable under any condition.

Other:

The parties to this agreement are aware of the Virginia Department of Social Services' right to interview the child and the center staff, and to inspect and audit all records maintained by the center, without securing the prior consent of anyone. The parties are also aware of the licensing agencies and the local department of social services' 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.

PLEASE MAKE SURE YOU HAVE THE FOLLOWING FORMS IN ORDER TO COMPLETE YOUR CHILD'S ENROLLEMENT:

- **ADMISSION AGREEMENT**
- **REGISTRATION FORM**
- **APPLICATION FOR ENROLLEMENT**
- **PROOF OF BIRTH**
- **REPORTABLE CUMMINICABLE DISEASE FORM**
- **AUTHORIZATION FOR OVER THE COUNTER SKIN CARE PRODUCTS**
- **A PHYSICIAN MUST COMPLETE THE SCHOOL ENTRANCE PHYSICAL FORM.**

RETURN EACH OF THESE FORMS TO THE CENTER ON OR BEFORE YOUR CHILD'S FIRST DAY OF ATTENDANCE.

NO CHILD SHALL BE ADMITTED FOR CARE WITHOUT THE APPROPRIATE COMPLETED FORMS.

ADMISSION AGREEMENT

Payment Agreement:

PAY SCHEDULE	PAYMENT DUE	(Full time) DISCOUNT
Semester	Upon start date and at the start of each section of the semester: 1. Aug-Dec (typically 21 weeks) 2. Jan-May (typically 19 weeks) 3. Jun-July (typically 12 weeks)	4%
Monthly (four-week span)	Upon start and every 5 th week thereafter in advance.	2.5%
Weekly	Upon start date and ongoing weekly	none

I understand that payment for services provided are due in advance to services rendered. I also understand that late or overdue payments may result in termination of childcare services for my child.

For services in this Agreement, and in accordance with the terms of this Agreement, I agree to pay Miss Amy’s Child Care by the following frequency (*select one*):

- Weekly
- Monthly
- Semester

sum of: \$_____ **This amount will be filled in by management prior to signature**

“I agree to cooperate with the general policies of the school, 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, handbook, and manuals promulgated and provided by the center. It further indicates that I have has this material explained to me (upon my request) and that all my questions have been satisfactorily answered”.

Parent/Guardian

 Date

 Miss Amy Owner/Director

 Date