

Little Blossoms Daycare, LLC

ENROLLMENT AGREEMENT

TO THE PARENT: Please read this Agreement carefully. If you do not understand any part of it, feel free to ask the management about it. This Agreement and its attachments establish your legal rights and responsibilities, and those of Little Blossom Daycare, LLC regarding your child's participation at the Daycare. Throughout this Agreement, the terms "you" and "parent" refer to the parents or legal guardians of the child enrolled at the Daycare, and the terms "Daycare " and "we" refer to Little Blossoms Daycare, LLC and its staff members. The term "school day" means a day when the Day Care is open and operating.

By executing this Agreement, you, _____, agree to enroll (*parent or guardian*) your child, _____, at the Little Blossoms, LLC, and the daycare agrees to accept your child's enrollment, under the terms and conditions stated below.

1. Program and Hours of Care.

Beginning on _____, the Daycare will provide care for your child at the 20700 Ashburn Valley Court Ashburn VA 20147.

_____ **Full-time:** Weekdays from _____ a.m. until _____ p.m. Days to Attend: Monday thru Friday
_____ Initials.

Note:

- a. Weekly fees include days nutritional balance meal for kids from Breakfast to post evening snacks.
- b. Child development & Summer activities.
- c. For families with multiple children enrolled, we are offering sibling discounts.
- d. This facility follows no pet policy.

2. Payment.

a. Registration Fee. A non-refundable Registration Fee of \$125.00 is due and payable on the date your child's Enrollment Agreement is returned. Payment of this fee will place your child on the waiting list if no space is available at the time you apply.

b. Deposit. Upon enrollment, a deposit equal to two weeks' tuition will be required. Upon your child's departure from the Daycare, if all fees are paid, this deposit will be applied to the last two week's tuition.
\$_____ Paid

c. Tuition. Tuition for your child will be \$_____ per week. Next week advance tuition fee will be due in full every Thursday EOD. **A late fee will be applied if not paid in full.**

d. Potty training. An additional fee of \$_____ will be added to weekly fee till child become potty trained.

_____ Initials.

3. Method of Payment.

Tuition payments are to be made weekly via check payable to Little Blossoms Daycare, LLC or Cash or ACH payment from bank account.

_____ Initials.

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4. Tuition Late Fees, Suspension, and Termination for Late Payment.

A tuition late fee of \$25.00 will be assessed on Monday evening if your tuition remains unpaid. If fee remain unpaid by Wednesday noon for weekly tuition, Management may refuse to admit your child until dues paid or/and your child's enrollment may be terminated. You hereby agree that if the management has to take collection action to collect unpaid fees, you will be responsible.

_____ Initials.

5. Late Pick-Up Penalties.

If your child is picked up after the scheduled closing time, you will owe a late fee of \$10.00 for the first 10-minute period or portion thereof, and \$15.00 for each additional 15-minute period or portion thereof, after the scheduled closing time. These late pick-up penalties must be paid immediately when picking up your child. If your child is picked up more than 30 minutes after the scheduled closing time 2 or more times in any 30-day period, the management may terminate your child's enrollment.

_____ Initials.

6. Changes in Tuition.

You understand that tuition rates are subject to change, and you agree that you will pay the new rate. 4 weeks' advance notice will be sent by Management.

_____ Initials.

7. Absences, Vacation Credit

You will receive a Vacation Credit of One week after completion of 6th month of consecutive enrollment, during which you will not be required to pay tuition to maintain your enrollment. Vacation Credit is not cumulative. A maximum of one week may be used in any 12-month period. Vacation credits must be used in 5 consecutive day blocks. To qualify for this Vacation Credit, you agree to notify management in writing at least two weeks before you take your vacation. Except for the Vacation Credit, you are responsible for paying full tuition for your child until you terminate the enrollment, even if your child is absent due to illness, vacation, or other causes.

_____ Initials.

8. Notification of Illness and Re-Admission After Illness.

In accordance with applicable state licensing regulations,

- a. Management will notify you if your child becomes ill and you shall arrange to have your child picked up as soon as possible and not later than two hours after notification.
- b. You shall inform the Daycare within 24 hours or the next business day after your child or any member of your immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for life threatening diseases which you shall report immediately to the management.
- c. If your child has been ill, he or she may not be re-admitted to the Daycare until he or she is free of symptoms for 24 hours or you have provided a note from your child's physician confirming that he or she is free of symptoms.

_____ Initials.

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9. Holidays and Other Closings.

The Daycare will be closed on the federal holidays: such as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Day

_____ Initials.

10. Inclement Weather and Emergency Policy.

Daycare may be closed in case of inclement weather or a non-weather-related emergency if the conditions for the daycare and staff are deemed to be unsafe, or if opening the daycare is deemed unsafe. There will be no refund or credit for tuition fees for any such closing. In the event of an early closing due to snow or other inclement weather, you agree to make arrangements to pick up your child promptly when called by the management.

_____ Initials.

11. Suspension.

If, in the judgment of the Management or designee, your child's behavior interferes with the staff providing a safe and nurturing program, the management will contact you to remove your child for the remainder of the school day. The management requires that the child be picked up within one hour of being notified. You will be responsible for daily tuition for that day.

_____ Initials.

12. Compliance with Daycare Policies and Provision of Authorizations and Information.

You agree (a) that you and your child will comply with all policies of the daycare, as those policies may be amended from time to time, and (b) that you will deliver promptly to the daycare all signed authorizations and any/all other documents and information, including without limitation authorizations and information related to the emergency medical care of your child, as may be required by the management from time to time.

_____ Initials.

13. Withdrawal by Parent.

You must give management at least two weeks' notice in writing if you wish to withdraw your child from the daycare. If you do not give such notice, you will be required to pay two weeks' additional tuition.

_____ Initials.

14. Termination by Daycare.

a. Immediate. The Daycare may terminate your child's enrollment, effective immediately, if, in the judgment of the management or designee, the child's behavior or your behavior in the Daycare interferes with the Daycare staff providing a safe and nurturing program. If enrollment is terminated for this reason, any prepaid tuition and deposit shall be forfeited.

b. 5 Days' Notice. The Daycare may terminate your child's enrollment with 5 days' notice to you, if any of the following events occurs:

(i) Tuition, including late fees, is not paid on or before Wednesday noon of the subject week.

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- (ii) Your child is picked up later than the Daycare's scheduled closing time 2 or more times in a one month period.
- (iii) Your child is ill when brought to the Daycare more than 3 times within any 30-day period, or you fail to pick up your sick child within two hours after being notified of the sickness, more than 2 times during any 6-month period.
- (iv) You or your child display disrespect or disregard for any staff.
If enrollment is terminated because of the occurrence of any of these events, any prepaid tuition and deposit shall be forfeited.

c. 2 Weeks' Notice. The Daycare may terminate your child's enrollment upon 2 weeks' notice to you, if either of the following events occurs:

- (i) In the judgment of the management, (1) the Daycare's program does not meet the developmental or special needs of your child or (2) it is not in the best interest of the Daycare or other enrolled children to have your child continue in attendance.
- (ii) You fail to comply with any of the terms of this Agreement or any of the rules or policies of the Daycare, as may be amended from time to time.

If enrollment is terminated because of the occurrence of either of these events, any prepaid tuition and deposit shall be forfeited.

_____ Initials.

15. Permission to Perform Minor Medical Treatment.

You hereby give the Daycare and its employees permission to perform minor medical treatments on your child while awaiting medical help in an emergency, and hereby waive, and release the daycare and its employees, owners, members, successors and assigns from any liability in connection with any claims arising from such treatment.

_____ Initials.

16. Severability, No Waiver.

If any term of this Agreement is declared invalid or unenforceable, it will be deemed severed and all other terms will remain effective and will be construed as if the invalid or unenforceable term did not exist. If the Daycare elects not to require that you comply with any term of this Agreement, the Daycare will not be deemed to have waived its right to demand compliance with said term at any later time.

_____ Initials.

17. Parental Access.

In connection with the implementation of the Daycare policies, as these may be amended from time to time, the management will assume that each parent of the child (regardless of whether that parent is a signatory to this Agreement) is entitled to equal access to the child while in attendance at the daycare and to the child's records. It shall be the sole obligation and responsibility of the parent(s) to inform the daycare of any reason that such equal access should not be granted and to provide to the daycare any and all relevant documents in connection therewith.

_____ Initials.

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18. Management would report suspected child abuse or neglect according to § 63.2-1509 of the Code of Virginia.

_____ Initials.

19. The Department of Social Services is able to perform the duties as authorized in state regulations. The department has the authority to interview children or staff and to inspect and audit child daycare records, without prior consent. The management shall make provisions for private interviews with any child(ren) or staff member, and the examination of all records relating to the operation of the child daycare. The Department has the authority to observe the physical conditions of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

_____ Initials.

20. Telephone number where message can be left for a caregiver: +1703-957-5198 or +1412-587-1697

21. Check in and check out procedures :

Daily Check in

In good weather Parent should bring & handover kids to Staff at the classroom entrance.
In incremental weather Parent can bring & handover kids to Staff at the Main entrance door.

Daily Check out

In good weather Parent should pick up kids from Staff at the classroom entrance.
In incremental weather Parent can pick up from staff at the Main entrance door.

_____ Initials.

22. Parent must ensure child is adequately immunized prior to admission and must receive additional immunizations as required by state law. Parents must submit filled School Entrance health form (unless parent provides proper documentation of medical or religious exemption).

_____ Initials.

23. I acknowledge receiving and having read the contents of the daycare 's Parent Handbook and the Tuition Enrollment agreement. I further acknowledge that I understand the contents contained therein and agree to abide by all its policies and procedures.

AGREED TO:

_____ Date

Parent's or Guardian's Signature

_____ Date

Parent's or Guardian's Signature

Little Blossoms Daycare, LLC

By: _____

Date: _____

Last Day at Daycare _____

Little Blossoms Daycare, LLC

Providers must notify parents (required by 8VAC20-800-650):

- In writing, within 10 business days after the effective date of the change when there is no longer liability insurance in force on the family day home operation (may use Liability Insurance Declaration Form);
- Daily about the child's health, development, behavior, adjustment, or needs
- Prior to when a substitute provider will be caring for the children (for provider's vacation, appointments, etc.)
- When persistent behavioral problems are identified and such notification shall include any disciplinary steps taken in response.
- Immediately when the child:
 - Has a head injury or any serious injury that requires emergency medical or dental treatment;
 - Has an adverse reaction to medication administered;
 - Has been administered medication incorrectly;
 - Is lost or missing; or
 - Has died.
- The same day whenever first aid is administered to the child.
- Within 24 hours or the next business day of the home's having been informed, unless forbidden by law, when a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart. Life-threatening diseases must be reported to parents immediately. The provider shall consult the local health department if there is a question about the communicability of a disease.
- In writing, whenever there are changes in the home's emergency preparedness and response plan (that is, any changes to the Provisions of the Emergency Preparedness and Response Plan given to parents prior to the child's first day of attendance.
- Whenever the child will be taken off the premises of the family day home, before such occasion (except in emergency evacuation or relocation situations) and the provider will have written parental permission
- As soon as possible of the child's whereabouts if an emergency evacuation or relocation is necessary.
- Parent will be notice if adult assistant or substitute provider name will be share if childcare is provided by them.

Note: A copy of the regulation, *Standards for Licensed Family Day Homes*, and additional information about the family day home, including compliance history that includes information after July 1, 2003 may be obtained at www.childcareva.com

Parent Signature

Date