

AROUND THE KORNER CHILD CARE CENTER
ADMISSION AGREEMENT

Documents upon Admission

1. Enrollment Package _____ (Init)
2. Non-Discriminatory Policy _____ (Init)
3. Parent Handbook _____ (Init)
4. Calendar and Days of Closure _____ (Init)

Non-Discriminatory Policy

Around the Korner Child Care Center does not discriminate based on sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, or color, mental or physical disability. If you believe you have been discriminated against, for any reason, please contact the Executive Director and communicate your concerns so that the problem can be resolved. _____ (Init)

Release of Information

Under penalty of perjury I declare all information provided to Around the Korner is true and accurate to the best of my ability and recollection. Discovery of fraud will be forwarded to the District Attorney for prosecution.

I give permission to Around the Korner and it's agents to verify any and all information utilized to determine my family eligibility during certification process.

I further understand that if my family is found to be ineligible for child development services, or if the information given during the certification process is found to be inaccurate, I will be responsible for repayment to Around the Korner at a rate equal to the current California Department of Education, Child Development Division reimbursement rates, plus the cost of recovery, for the duration of the ineligibility. _____ (Init)

Late Fee Policy

Around the Korner Child Care Center hours of operation are from Monday – Friday from 6:30 a.m. to 6:00 p.m. Emergencies called in by telephone will be taken into account. When late, you will be required to sign and date a Late-Fee Pick-Up Form. The fee schedule is as follows:

Late Fee: \$15.00 for the first 15 minutes (1 minute to 14 minutes = \$15 dollars)

Late Fee: \$1.00 per minute for every minute thereafter

This late fee is due on the day you are late picking up your child and payable in EXACT CASH ONLY. If the fine is not paid, your child will not be admitted to the center. Once payment is made, your child may return to the center. NO EXCEPTIONS. If you are late picking up your child(ren) (in accordance with your contracted hours) 3 times, or more, this is cause for ATK to terminate childcare services. _____ (Init)

Two Week Notice

Upon admission of your child(ren) to the program, and your signature below, you understand and agree to give a two-week notice when you will no longer need our services. This is a MANDATORY POLICY. If two-week notice is not given the parent will become responsible for providing the center with the monies for the two-week period. NO EXCEPTIONS. _____ (Init)

Vacation and Holiday Credit – (THIS ONLY APPLIES TO PRIVATE PAY)

No Credit on tuition or parent fees is given for scheduled school holidays and vacation period.

I, the parent of _____ acknowledge that I have received, read, understand and completed to the best of
(Child's Name)
my knowledge, the documents I was provided upon my child's admission to Around the Korner Child Care Center. My child is
entering the center on _____
(Date)

Parent Signature

Date

Staff Signature

Date