

Play-ology Admission Agreement



I, _____ (authorized parent or legal guardian) of _____ understand that I am entering an agreement for admission to Play-ology Preschool & Preschool for child care services for the above child starting _____ and have read and received the Play-ology Registration Packet, including the Play-ology Policies.
(start date)

Description of Care Services:

Play-ology provides child care services to children 6 weeks to 6 years old, which includes an Infant, Junior Preschool, Preschool and KinderPrep programs. This care is offered Monday – Friday, 7 a.m. to 6 p.m. Care outside of the contracted days and times is considered optional care (FlexCare) and follows the FlexCare information below. Your child's "space" is held only for the days and times listed on this Agreement.

I understand that I am registering my child for:

Contracted Care for the following Program: None, FlexCare only
 Infant Program Junior Preschool Program Preschool Program KinderPrep Program

Days: M _____ T _____ W _____ TH _____ F _____

I agree to and will comply with the conditions set forth below:

- The contracted weekly tuition rate for _____ program is \$ _____ Initial
- ✓ A **non-refundable** registration and material fee of **\$75.00 per child** is due at the time of enrollment. A yearly material fee of **\$50 per child**, will be assessed and due the first week in August. If an Admission Agreement is terminated, the \$75 per child Registration Fee will be assessed each time a child is re-registered. _____ Initial
 - ✓ A **non-refundable** deposit equal to two weeks of tuition is due to reserve a "space" in the program. The deposit will be applied to the first two weeks of care. _____ Initial
 - ✓ Weekly Tuition payments for each child are **due weekly by 6 p.m. on Friday** prior to the week of services. A \$25.00 late payment fee will be posted to the account if payment is made after this time, regardless of the reason for non-payment. _____ Initial
 - ✓ I understand that **care may be refused** until the full tuition payment is received. _____ Initial
 - ✓ **Payment is due in full** regardless of the child's attendance for sick days, vacations or holidays. _____ Initial
 - ✓ Weekly tuition can be pre-paid for multiple weeks in advance at any time. _____ Initial
 - ✓ A **\$25.00 late fee** will be assessed weekly for any unpaid balance. If we are unable to render payment, any unpaid balance will be sent to a Collection Agency. _____ Initial
 - ✓ The fees and terms of this agreement will remain in effect until such time as either party elects to terminate this agreement as outlined. Any adjustments to Play-ology Rates, parents will receive a one month's notice. Changes to the above schedule will be accepted only with a new signed Admission Agreement and full two week (Monday –Friday) written advanced notice to the Director. _____ Initial

Tuition Payment Options:

There are a number of ways to pay your tuition...

1. **Cash or Check:** There is a Tuition Payment box to remit payment next to the Director's Office. The nearest ATM is inside the Mobile gas station at the corner of Sunrise Blvd & White Rock. For cash payments, please place in an envelope with student's name.
2. **Check-in Computer: One-Time Payments:** Payment amount can be modified and manually entered to make appropriate payment or pre-payment.
3. **Director's Office:** An administrator is available to assist you with payments daily from 8:30 am to 5:30pm. If an administrator is unavailable, is assisting children or with another family, please choose a different payment option.
4. **Online Parent Portal: One-Time or Recurring Payment Options:** Credit card information can be saved for a one-time or recurring payment option. There is a \$3.50 convenience fee that is charged each time a transaction is processed. This fee partially offsets the credit card fees charged to Play-ology.

If, at any time, there is a technical issue with credit card processing, it is your responsibility to choose an alternate payment option. _____ Initial

Description of Optional Services:

I understand that I am registering my child for the optional service of:

FlexCare

FlexCare is an optional service provided by Play-ology for children 2 years old to 12 years old, that requires no reservation and the Admission Agreement does not specify the days or hours your child(ren) will attend. You will only pay for the time you need. **Your child's "space" is not held and care is provided on a first come, first serve basis and is not guaranteed.** FlexCare hours are offered 7 am to 6 pm, in addition to possible extended evening and weekend events.

Flex Care Rates: Flex Care is offered Hourly or Daily to children 2 years old and older. FlexCare rates are listed on our website at playologykids.com.

I agree to and will comply with the conditions set forth below:

Payment: Hourly Flex Care is calculated by the minute using the Check-In to Check-Out times multiplied by the Hourly Rate per child of the hourly rate indicated above and are due at time of Check-Out of each visit. There is a minimum 30 minute charge for any one visit per child. The preferred payment method is cash or checks payable to Play-ology. Credit and debit cards are accepted for your convenience. (Convenience fee may apply)

Registration Fee: A **non-refundable** registration fee of \$75.00 per child is due at the time of enrollment. Your child will need to visit once within a 6 month period for your account to remain active.

Pre-Payments: Pre-payments can be applied to a family's account up to \$1,500.00. If there is a pre-payment on the account at Check-Out the pre-paid account will be reduced by the visit total.

Late Payment: For any optional FlexCare provided in conjunction with this Agreement, a \$25.00 late fee will be assessed weekly to each account that is unpaid for any reason after a child is picked up. Any outstanding balance must be paid before Check-in at the next visit. Registration on an account will be made inactive and Admission Agreement terminated if there is an unpaid balance. To reactivate Registration the outstanding balance must be paid and the Registration process completed. If we are unable to render payment, an unpaid balance will be sent to a Collection Agency.

_____ Initial

Conditions for Basic and/or Optional Services:

I agree to and will comply with the conditions set forth below:

On behalf of myself, my spouse, the authorized parent(s) and/or guardian(s) of the above child, I enter into this Admission Agreement ("Agreement") with Dunn Right Incorporated, a California Corporation, doing business as Play-ology. I hereby consent to the participation by the designated child in all program (service) activities conducted by Play-ology and to the participation of the child in all events related to said activities.

Discounts: If more than one child per family is registered for Traditional care, a multiple child discount for one child of 10% off lowest tuition will be credited to the account. Discount is not valid if both siblings are in our Infant program. This cannot be combined with any other discounts or coupons.

Rate Increases: A written 30 day notice of increase will be given to every parent enrolled in the program.

Sick/ Vacation Policy: It is your responsibility, as the parent, to notify the center if your child is not going to be in attendance on a contracted day due to illness or vacation. Refunds will not be given for individual days that children are not present or for holidays.

_____ Initial

Health/Illness: My child is in excellent health and has no medical, physical, or mental condition ("condition") that would prevent them from participating in individual activities, group activities or following safety procedures in the event of an emergency. All known conditions have been disclosed on the Play-ology Registration Form and based on the severity discussed with the Director. The center should be notified if your child becomes infected with a contagious disease after being at Play-ology. It is required by law to post an exposure to illness form for the other children in the center.

Refunds: Refunds on tuition paid in excess, with the exception of any two week notice requirement, will be paid in full upon written request to the Director.

Returned Payments: A charge of \$25.00 will be made for any EFT/ACH withdraw that is not successful and returned by the bank. After 2 returned withdraws on the same account, a CASH policy will be implemented on that account.

Late Pick-up: Play-ology Traditional Care hours are Monday - Friday 7 a.m. to 6 p.m. In the event that my child is picked up after these hours, FlexCare Rates apply and are due at time of pick-up. A \$2.00 per minute, per child late fee will be added for pick-up after posted Play-ology business hours. I acknowledge the right of the center to contact the appropriate government agency if my child remains at the center 30 minutes or more past the close of business, if the parent has made no contact with the center. I also acknowledge that all attempts will be made to reach any emergency contact listed on my child's emergency card prior to any agency being contacted.

Termination: To terminate this Agreement, the parent or guardian must submit a written notice to the Director two **FULL** calendar weeks (Monday – Friday) prior to the effective termination date and payment is due through such date. Tuition will not be pro-rated, if notice is given mid-week. If a family has registered for Flex Care, in addition to Traditional care, the family account remains active after termination of a Traditional Care Agreement as long as the account is in good standing and a child in the family visits Play-ology at least one time during the 12 month period from the original enrollment date.

_____ Initial

Dismissal: The center reserves the right to suspend or dismiss a child from the program for any reason including but not limited to:

- Unsatisfactory conduct or behavior of a child or parent
- Educational, developmental or medical concerns, which are beyond the expertise of the child care center
- Failure to meet payment agreement

State of California Licensing Requirements: The Department of Social Services, as the licensing agency, is able to perform the duties as authorized in licensing regulation 101200, "The department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member, and for the examination of all records to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement".

Medical Release: I authorize any of the staff, employees, owners, agents and representatives of Play-ology to provide appropriate first aid, if needed or provide for, approve and authorize any health care at any hospital, emergency room, doctor's office or other institution, employ any physicians, dentists, nurses or other person whose services may be needed for such health care, review and if necessary disclose the contents of any medical records, execute any consent form required by medical, dental or other health authorities incident to the provision of medical, surgical, or dental care to the child. Health care shall include, but not be limited to the administration of anesthesia, x-ray, examination, performance of operations, diagnostic and other procedures. I further authorize emergency transportation by ambulance or other emergency vehicle. If there is no medical emergency, Play-ology staff will first use reasonable efforts to contact the parent(s), guardian(s) or listed emergency contacts before administering or authorizing any treatment. Notwithstanding other provisions in this Agreement, Play-ology shall not have the authority to withhold or withdraw life-sustaining procedures for the child.

Release: Although Play-ology provides a safe environment where the children are well supervised, accidents do occur and it is possible my child could be injured. I assume(s) all risk of injury or harm to the child associated with participation in the child care center or transportation to and from the center and agree(s) to release, waive, indemnify, defend and forever discharge Play-ology and it's staff, employees, owners, officers and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child, or by the child, howsoever caused, arising or to arise by reason of or during the child's participation at Play-ology. I understand that this Release and all Registration documents will be kept on file at Play-ology and will continue in affect for this contracted care period and/or any Flex Care provided in conjunction with or provided after this contract has been terminated.

Photo Release: I hereby authorize Play-ology (Dunn Right Incorporated) to take and use without limitation as to time, method or reproduction, photographs or video of my child(ren), child(ren)'s work, myself or any of my child's authorized representatives in participation of daily activities, video monitoring and/or events at Play-ology, for publications, exhibits, promotions, web pages and other family marketing media.

I have read the above Agreement and fully understood its contents and consequences before signing.

Play-ology Team Member Date

Parent/ Guardian Date

I acknowledge that I have received and read the Play-ology Policies and fully understood its contents and consequences before signing.

Parent/ Guardian Date