

**LAKE ORION COMMUNITY SCHOOLS**  
Early Childhood and School Age Child Care Programs

**AGREEMENT**

CHILD'S NAME: \_\_\_\_\_ PROGRAM/SITE: \_\_\_\_\_

**REGISTRATION DEPOSIT:** A yearly non-refundable registration fee is required per child. Enrollment is limited, based upon our license restrictions. I understand and agree that if InfoSnap/ Health Appraisal are not completed in the requested time, my child will be removed from the class they are registered to be in and the registration fee will not be refunded. The Infant/ Toddler program is based on an application process, and final enrollment will be determined on a set date each year.

**PAYMENT OPTIONS:** All payments must be made through Tuition Express offered through the ProCare billing software used in the Lake Orion Schools Early Childhood Programs. This is an automatic pay option allowing the program to draw payments electronically from a checking/savings bank account or credit card account. Tuition Express is the only payment option.

**PAYMENT SCHEDULE:** You must provide a set schedule for your child(ren) using the program's *Student Schedule* form. Your tuition charges will be based on the schedule provided by you on the form and is due regardless of your child's attendance. **All payments are made in advance exclusively through Tuition Express.** Please note: Your first monthly bill will be charged in August **BEFORE** school starts to reserve child(ren) placement in the program. Accounts supplemented by State and/or Federal reimbursement programs must hold a minimum two week credit balance. Use of such funding does not change your personal obligation to pay for the use of our programs in advance.

**SERVICE HOURS:** **Child Care: 6:30 a.m. until 6:00 p.m. Monday through Friday.** A full day is five to nine hours per day. Additional hours may be requested and charged an hourly rate for any portion of an hour. **School Age Child Care (latchkey): 6:30 a.m. until school begins and after school until 6:00 p.m.** Other preschool programs/classrooms times are noted on *Schedule Form*. Note: A late pick up charge of \$1.00 per minute will be charged for any time used in addition to a child's set schedule. These fees will be charged to family ledgers accordingly.

**BASIC PARENT/GUARDIAN RESPONSIBILITIES:**

1. Your child must be signed in and signed out each day by the parent or guardian.
2. Provide child(ren) with a lunch from home when necessary.
3. You must pay for your child's scheduled days regardless of attendance including illness, vacation, holiday and emergency school closings.
4. Prompt payment of all fees is required. Two weeks written notice to withdraw from programming will be given to billing department.
5. A charge of \$25 will be assessed each time an account or credit card is declined. If payment is not received within 2 days of decline notice, a hold out procedure will be followed. If payment is not received within 10 days of hold out, a collections procedure will be followed.
6. Each parent/guardian must have all the required forms completed and on file. Failure to have these forms may result in your dismissal from the program.

**PARENT CONSENTS TO:**

1. Child(ren) are in good health and free from any communicable disease or illness.
2. Having read the entire online parent handbook and agrees to comply with all established policies throughout the course of the child's attendance.
3. Allowing child(ren) to attend field trip or other excursions with proper supervision. In the case of accident or injury, emergency medical care may be given even in the event that parent cannot be contacted immediately.
4. On occasion school district personnel such as a social worker, psychologist, and/or speech therapist may be present at the Lake Orion Early Childhood Program to observe classrooms. Parent gives permission for child(ren) to be observed.
5. Pay additional fees if the program deems additional care support is necessary for the child.
6. The center will notify parents about pesticide applications on the premises prior to their use.

**This agreement will remain in effect as long as my child(ren) are enrolled in Lake Orion Community Schools Early Childhood or SACC Programs. By signing below I am agreeing to all of the above.**

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

\_\_\_\_\_  
(Date)