A Child's Garden LLC
Enrollment Agreement
2010/2011

2150 NE Studio Rd
Bend OR 97701
541-617-0434

OWNER/DIRECTOR: Rita Thomasberg ~ Blue Jay Kindergarten
DIRECTOR: Connie Landry ~ Red Robin Preschool
~ Apple Blossom Preschool
~ Sweetpea Preschool
~ Daisies

SCHOOL HOURS:

The morning programs runs from 9 am - 1 pm
The Extended Care program runs from 7:45 am - 9 am and
1 pm - 5:45 pm

REGISTRATION:

The registration fee is $75.00 per family, per year, nonrefundable. One half of September's tuition is due by the 5th of August, to confirm your commitment and will hold the slot for your child/ren.

TUITION:

Tuition is based on a 9 month school year, from September 1st until May 30th, and equally divided over these months. It is due on the 1st of each month,

A statement of the tuition due will be given to you every month , prior to the 1st, showing all current charges and a record of any Extended care usage and charges Checks should be made payable to: A Child's Garden

A Child's Garden, will be closed the following days,Thanksgiving, Christmas vacation, and two days in February for Teacher's Training Conference , Spring break , Veterans Day, Presidents Day, Memorial Day, M.L.K. Jr. (see School calendar). Days missed during the month for sickness or personal reasons, can not be made up or traded, unless arrangements are made with the directors.

EXTENDED CARE:

Those using extended care are required to pay a $100 deposit and if no moneys are owing on departure from the school it will be refunded. Extended care is invoiced the following month for hours used the previous month.

LEAVING A CHILD'S GARDEN:

1 months notice is required prior to departure or payment of 1 month's tuition, plus any other moneys owed at this time.

Other arrangements need to be made with the owner. A child's records will be given on request.

FEES:

Late fees are as follows -

1. For tuition paid after the 5th there will be a $30.00 late fee which will be charged on your next invoice.
2. For children picked-up from Extended care, after 5:45 pm, a fee of $7.50 or 2 hours, will be charged.
3. For children picked up after 6 pm an additional fee of $1.00/minute will be charged.
4. Children picked-up after 1:30 pm, without stating a estimated time out on the sign - in sheet, will be charged a $5.00 drop-in fee and any Extended Care will be charged from 1 pm until pickup time.
5. For any checks that are returned a $24.00 charge will be added to your next months billing.

You are required to pickup and depart with your child/ren by 1:15 pm from the morning program and 5:45 pm from Extended care , unless arrangements have been made, if not ,a late fee and/or drop-in fees will be charged (see above). so please allow for transition time Sign-in time is when you arrive with your child and sign-out time is when you actually leave the school not when you arrive to pickup.

A CHILD'S GARDEN REQUESTS:

T.V, Video's and Computer

~ We ask that your child/ren abstain from watching T.V. etc. before school, and limit viewing and usage at other times.
~ We ask that you establish a morning routine of arrival and departure, for easier transitioning for your child/ren.
~ Please refrain from having your child wear T.V./Movie character clothing

Lunches

~ Your child/ren's nutrition is important to us and we ask you to help by packing a healthy lunch, limiting processed foods, sugars and no candy.

Rest Time

~ To respect the continuity of the rest time, we ask that you pick your child up before 1:45 pm or after 2:30 pm.

Signing in and out

~ When signing-in on arrival please record the time--in, as the time you come through the door, and also record the est time, which is the time you think you will be picking up.
~ Time-out is the time in which you arrive to pickup your child/ren, not the time you go out the door. Please remember to sign-out, it is very important.

Clothing

~ If possible please label your children's clothing.
~ Leave a change of clothes available at school for the unexpected

Contact numbers: Preschools: 617-0434,
Kindergarten: 318-7069
Ms Rita: 390-7386 cell, 383-2243 home

I _____, the parent of_____
(name) (child's name)
have read the above information. I understand and agree to that which is stated above.

Signature_____ Date_____/_____/_____
(parent)
Signature _____ date_____/_____/_____
(class teacher)

A Child's Garden does not discriminate on the basis of race, color, creed, physical handicap, national or ethnic origin, in administration of it's admissions policies or school programs

I_____ give my permission to current staff of A Child's Garden to carry out the requests below, circle YES or NO.

1 - To apply sunscreen to my child/ren while at school. YES, NO.

2 - To E-mail me with information regarding school notices, e.g., up coming events, cancellations, invoicing etc. YES, NO.
My E-mail address is: _____

3 - To include our name, address and phone number on a list given to current families of A Child's Garden, as a way for families to network, arrange play dates etc. YES, NO.

4 - That photographs taken at school or on field trips can be used, by A Child's Garden only, on school material and advertising. YES, NO.

Parents signature_____

Date _____/_____/_____,

Please read, fill out, sign and return page 3 to the school