

ADMISSION AGREEMENT – St. Olaf Childcare Center

CHILD’S NAME _____
(First) (Last) (Birth date)

Please check the program your child will attend.

Infant Program ages 3 months through 24 months

___ 2 full days ___ 3 full days ___ 4 full days ___ 5 full days days needed M T W Th F

My tuition will be based on the most current Tuition Schedule and my child’s current schedule, even if not the same as checked above.

Children 2 years old through 6 years old

___ 2 half days – 8:30 – 12:30 ___ 2 full days days needed M T W Th F
___ 3 half days – 8:30 – 12:30 ___ 3 full days
___ 4 half days – 8:30 – 12:30 ___ 4 full days ___ I need early drop off for my half day
___ 5 half days – 8:30 – 12:30 ___ 5 full days child. (This is any time before 8:30am)

My tuition will be based on the most current Tuition Schedule and my child’s current schedule, even if not the same as checked above. Tuition is billed monthly and payable in advance by one of three schedules as follows.

___ Monthly by the 1st ___ Bi-Monthly by the 1st & 15th ___ Weekly on first day of attendance

The following people will be responsible for tuition owed to St Olaf Childcare Center. **We need complete information on both parents.** The only exception is people who pay monthly by the 25th of the prior month.

Father’s Name _____ Date of Birth _____

Complete Address _____

Father’s #s - Cell _____ work _____ home _____

Social Security # _____ Driver’s License# _____

Mother’s Name _____ Date of Birth _____

Complete Address _____

Mother’s #s - Cell _____ work _____ home _____

Social Security # _____ Driver’s License# _____

Other Services we offer:

Webby Dance – This is an outside company that comes to our center one day per week and teaches dance to the children that sign up for their program. There is an additional fee for this program that is paid directly to Webby Dance.

Hot Lunch Program - \$5.00 per day, due in advance

Other Information – READ CAREFULLY

- St. Olaf Childcare Center will give 30 calendar-days prior written notice of any rate changes.
- Parent Manual - I received a Parent Policy Manual and am responsible for its contents.
- Publications - I give permission for photographs of my child to be taken and used in newsletters, newspapers, websites, Facebook or in other media in connection with the school.
- I give permission for my child to go anywhere on St. Olaf Lutheran Church’s campus.
- I am financially responsible for a two weeks’ notice when withdrawing my child.
- I will update my contact information immediately, when applicable.
- I understand there is an annual non-refundable registration fee. (On tuition rate sheet.)
- I understand there is no credit for holidays, sick days, vacation days or days we are closed and there is no trading days. Any additional attendance days will be billed.
- Grounds for dismissal may occur in the following situations:
 - a. If tuition is not received per policy.
 - b. If the Director feels the program no longer appropriately meets the needs of the child or parents.
 - c. If, after following the procedures listed for behavior in the Parent Manual, the child’s behavior escalates or continues to be inappropriate, disruptive and/or dangerous to the child or others.
- I have been notified that the Department of Social Services, Community Care Licensing Division, has the authority to interview children or staff and to inspect and audit child or Childcare Center records without prior consent. Title 22 101200(b) and (c).



I have read, understand and accept the terms of this agreement. Terms accepted by:

Father – print, sign & date _____

Mother – print, sign & date _____

Signature of Director/Asst. Director _____ Date _____