



Academy & Daycare

2941 S. Precinct Line Road, Fort Worth, Texas 76118 • [817] 537.2941 • [AstroTotsAcademy.com](http://AstroTotsAcademy.com)

## Operational Policies

### Mission Statement

The mission of *AstroTots Academy & Daycare* is to provide a safe, convenient, and developmentally appropriate child care environment to our community of working parents. We will use an innovative curriculum to impact and inspire our future generation of leaders, thinkers and doers. We will provide a program that meets the intellectual, moral, social, emotional, and physical needs of each child in our care.

### I. Enrollment Requirements

An enrollment packet must be completed & returned to the center **before** your child can be enrolled.

Enrollment packet includes the following documents:

- Operational Policies & Tuition Contract
- *AstroTots Academy & Daycare* Enrollment Form
- Emergency Contact Form
- Tuition Express Payment Form
- Healthcare Professional's Statement
- Vision and Hearing Screening [for children 4 years and older]
- Infant Care Sheet [6 weeks - 18 months]
- Infant Safe Sleep - DFPS Form J-800-2550 [6 weeks - 18 months]

The registration fee, deposit [last week's tuition], and first week's tuition are all due at the time of enrollment. During the enrollment process, we encourage parents to come tour our facility in person and to bring their child or children to spend a few moments meeting the staff and future classmates. Additionally, parents are welcomed to start their child or children gradually to help them adjust to the center until they are ready for full-time attendance.

### II. Hours of Care

*AstroTots Academy & Daycare* will be open between the hours of **6:00 AM and 6:30 PM**, Monday through Friday, January through December except on stated holidays.

### III. Tuition & Payments

Initial enrollment fees and tuition can be made in cash, by money order, or credit/debit card. All future



tuition and fees are due in **advance** and charged automatically to a credit/debit card on file. *AstroTots Academy & Daycare* **will not** accept any partial payments or payments made by mail.

Tuition for full-time care is due on **Monday** each week and part-time care is due on the **first day of attendance** each week. If tuition is not paid by **Tuesday** for full-time care, a late payment fee of \$25 will be added to the tuition. Tuition for part-time care is considered late by the end of the second day of care. If circumstances beyond your control should arise, please notify the Director to make payment arrangements prior to late fees being assessed. Failure to make payments or payment arrangements by **Friday** of the current week will result in the suspension or termination of your child enrollment until the balance is paid in full. If your child is suspended or dropped due to nonpayment, you are not entitled to a refund of your deposit. Daily and Drop-in care is to be paid **daily, in advance with cash or credit card only**.

Tuition rates are subject to change and, as a condition of enrollment, you agree that you will be responsible for the new rate provided you are given a thirty [30] day advance notice.

**\* Registration Fee is due upon initial enrollment and each subsequent year in August for children 18 months to 5 years old.**

5% Discount for two [2] or more children **[taken off the total tuition]**

3% Discount for paying tuition monthly **[due on the first business day of the month]**

5% Discount for First Responders, Military, Educators, Bell Helicopter and Government Employees.

### **Referring A Friend**

Refer a friend to *AstroTots Academy & Daycare* and receive **one [1]** free week of tuition, if they enroll and stay a minimum of four [4] weeks. Simply tell them to inform us of who sent them. A notice will be given to the referring family on the fifth [5] week letting them know that their weekly tuition has been covered for their referral.

### **IV. Drop-Off & Pick-Up**

Parents or appointed chaperons dropping children off must come inside and ensure children are left with a staff member and that they are properly signed in. **Dropping children off in the parking lot or leaving them in the lobby is unacceptable.** Similarly, when picking children up, parents or appointed chaperons must sign children out before they are released by staff members. If anyone outside of a child's parent picks up your child they must be authorized on the enrollment form and a copy of their photo ID will be kept in the child's file. We encourage parents to have consistent arrival times, which allow children to fully participate in daily activities. If you are planning to drop your child off after breakfast, please notify the center so your child can be included in our lunch count. If you are late picking up your child [after 6:35 PM], then you will incur a late pick up fee of \$10 and an additional \$10 for every 15 minutes or portion thereof. Please note that all fees will **automatically** be added to your account. After 1 hour of non-pickup, we are required by law to contact Social Services who will pick your child up for safe keeping. Please let us know if you will be late so that we can reassure your child and avoid unnecessary panic.



If it is necessary for someone else to pick up your child, you must provide the director with prior written permission that includes the person's full name and drivers license number. Children will only be released to parents or authorized adults. If there is an emergency and it is not possible to give prior written permission, we will contact the child's parents to obtain instructions. If we cannot contact you and verify your instructions, your child will not be released. *AstroTots Academy & Daycare* cannot legally deny either parent the right to pick up their child or children without the proper documentation in their files.

## V. Gang-Free Zone

*AstroTots Academy & Daycare* is a **Gang-Free Zone**. Per sections 71.028 and 71.029 of the Texas Penal Code a gang-free zone is defined as any area within 1,000 feet of a child care center or playground. This means gang-related criminal activity or engaging in organized criminal activity is strictly prohibited and a violation of Texas law and subject to increased penalties.

## VI. Vacation & Absences

Vacation time is only available to children enrolled full-time. Each child will be given two [2] weeks of vacation; one [1] available after the first six months and one [1] available after the second six months. During this time, 50% of tuition is due.

You are responsible for paying the full weekly tuition for each week your child is enrolled, even if your child is absent [whether due to illness or other cause]. You must notify the center by **9:30 AM** if your child becomes sick and will be absent. Parents of school aged children should notify the center by **2:00 PM** if their child or children will not be riding the shuttle from school. Failure to do so will result in a \$5 no notification fee and a phone call to locate the child. Child safety is our #1 priority. Additionally, you should notify the center at least two [2] weeks in advance if your child will be absent due to vacation.

## VII. Holidays

*AstroTots Academy & Daycare* will be closed on the following holidays:

New Year's Eve [ <b>closing early</b> ]	Labor Day	*Unscheduled Closings [ <b>acts of nature, God, war, riots, or terrorism, severe maintenance issues, etc.</b> ]
New Year's Day	Thanksgiving Day	
Martin Luther King Jr Day	Day After Thanksgiving	
Memorial Day	Christmas Eve [ <b>closing early</b> ]	
Fourth of July	Christmas Day	

If stated holidays fall on a weekend, *AstroTots Academy & Daycare* may choose to close the Friday before or the Monday after the holiday. There is no reduction in tuition for these closings. This also includes unscheduled closings. These closings will usually be in accordance with HEB Independent School District and other area businesses. In cases of in climate weather, we will follow school closures for the HEB Independent School District as well.



## VIII. Pictures

School pictures will be taken by a professional photographer at least annually. Parents will be given the opportunity to purchase these pictures. Occasionally, pictures will be taken for use in marketing materials or advertisements. If pictures of your children are selected for commercial use, parent consent or waiver forms must be signed before they are used. From time to time, we will take pictures of children during special events or as they play and interact with other children. These pictures will be displayed in the daycare center. If you do not wish for your child's picture to be taken while enrolled, please inform the Director in writing upon enrollment.

## IX. Special Events

Occasionally your child or children will participate in special events such as holidays, educational activities, or birthday celebrations and your child may be served food outside of the normal menu. If, for any reason, you do not wish for your child to participate in such events or partake in the those types of foods, please notify the center's Director in writing for special consideration and reasonable accommodations. Should parents decide to participate in any of the special events, please notify your child's teacher so that we may plan accordingly.

## X. Animals

*AstroTots Academy & Daycare* does not include pets in the curriculum at this time; however, this policy does not include service animals provided a vaccination record is on file with the Director prior to the need arising. Any changes to this policy will be communicated to parents prior to the change.

## XI. Transportation

*AstroTots Academy & Daycare* will provide transportation to and from school as long as we can meet those needs safely. We will only transport children ages five [5] to twelve [12] years old. Transportation will be based on enrollment per school or the needs of the children at the center and may vary. We will provide age appropriate safety seating for each child being transported.

## XII. Field Trips

Children may participate in age appropriate field trips [activities away from the daycare center] provided parents have signed a permission slip granting such participation. *AstroTots Academy & Daycare* does reserve the right to prevent children from participating in field trips due to extenuating circumstances. Parents are encouraged to join their child or children on field trips; however they will be responsible for their own transportation and applicable fees, unless they are serving as pre-approved chaperons. For safety reasons, children are required to ride the daycare shuttle to and from field trips unless prior arrangements have been made.

## XIII. Parent Participation

*AstroTots Academy & Daycare* understands parental involvement is a crucial component to the success of a child's educational achievement. Parents are their child's most important teacher. Research has proven that children are more successful learners when their parents are actively involved in their



learning, both at home and at school. To support parents as partners, we encourage families to be involved in their child's educational process. *AstroTots Academy & Daycare* offers an open-door policy, allowing parents to visit and participate in our programs at all times, fostering a sense of openness and inclusion.

#### **XIV. Visitors**

*AstroTots Academy & Daycare* **will not** permit unauthorized visitors to visit your child or children at the center. Prior written permission [including visitor's full name and Drivers License number] must be on file for all visitors. Please note that all visitor's Drivers Licenses will be kept in the Director's office for the duration of the visit and will be returned when you sign out in the visitor's log.

Parents are encouraged to visit their children as often as they would like. We just ask that you are mindful of the schedule so as not to cause significant distractions or interruptions.

#### **XV. Water Activities**

*AstroTots Academy & Daycare* may provide supervised water activities outside during the summer months and through activity tables at various times of the year.

#### **XVI. Outside Time**

All children enrolled will be given opportunities to play outside each day for at least 30 minutes as weather permits. Outdoor play extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. For this reason all children are required to wear closed-toe shoes. Sandals are not permitted. Additionally, seasonally appropriate attire is required. For example, coats are needed in the winter and shorts are permissible in the summer. If, due to an illness, your child is not able to participate in outdoor activities, they must stay at home.

#### **XVII. Discipline**

*AstroTots Academy & Daycare* will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include:

- Using praise and encouragement of good behavior instead of focusing only on negative behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements.
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Furthermore *AstroTots Academy & Daycare* strictly prohibits any disciplinary actions that could be considered harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are also prohibited:

- Corporal punishment or threats of corporal punishment;



- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

An employee of *AstroTots Academy & Daycare* may discipline their own child during business hours as long as the above guidelines are followed.

### **Suspension & Expulsion**

*AstroTots Academy & Daycare* strives to provide the best care possible for your child. In the event a child's negative behavior cannot be changed through positive interactions, we will follow the below steps:

- **Parent notification** of negative behavior by the child's teacher
- **Parent / Director conference** will be scheduled if the behavior persists
- **Suspension for 2 days** if the behavior doesn't change after the Parent / Director conference
- **Expulsion** could occur if the behavior continues

Diagnosed behavior concerns will be treated on a case by case basis. If we are not able to provide adequate and safe care for your child, we will notify you and ask that you make the appropriate arrangements.

### **XVIII. Personal Items**

Please do not allow your child to bring blankets, toys, electronics or other personal items from home unless their teacher has specifically asked them to do so. We provide a sufficient amount of toys and activities for all children. We cannot be responsible for any items brought from home. All things brought into the center must be labeled with the child's name.

In our efforts to keep your children safe while in care, we ask that you ensure that your child does not wear jewelry during their time at the facility. Jewelry worn by a child could raise safety concerns for themselves or other children. Staff members will make every attempt to remind you at the time of drop-off to remove or retrieve any jewelry that we notice so that you make take it with you. Discovery of such jewelry after your departure my result in the Director collecting it and holding it in the office until the end of the day. *AstroTots Academy & Daycare* will not be responsible for lost or broken jewelry that occurs while your child is in care. Thank you in advance for helping to keep our children safe.



## **XIX. Infant & Toddler Policies**

Parents are reminded to bring extra clothes for their children every day, regardless of age; accidents happen. To avoid mix ups, please remember to put your child's name on everything they bring to the facility.

Annual parent conferences are encouraged to discuss your child's achievements, milestones, and areas of opportunities. When you are ready to schedule a conference, please notify your child's teacher and they will accommodate you.

### **Infant sleeping policy**

*AstroTots Academy & Daycare* is prohibited from using any sleeping devices except for a tight fitting sheet on the crib mattress. This includes no sleeping in bouncers, no sleep positioning devices, and no blankets.

The crib must be bare for an infant younger than 12 months of age. A crib mattress cover may also be used to protect against wetness, but the cover must:

- Be designed specifically for the size and type of crib and crib mattress that it is being used with;
- Be tight fitting and thin; and
- Not be designed to make the sleep surface softer.

### **Breastfeeding**

Breastfeeding mothers are encouraged to provide the facility with fresh milk to serve to their child while they are in our care. If it is necessary to nurse your child in our facility, please notify the Director or a member of the staff so that proper accommodations can be made.

### **Food**

Parents are required to provide the center with clean bottles daily. Bottles will not be reused. Jar food or prepackaged baby foods, including formula, must be new and in the manufacturer's original packaging.

### **Reporting**

Parents will receive a daily report of your child's activities up to the age of two [2] years old or as long as they remain in diapers. The report will include sleeping times, diaper changes, and meal times.

## **XX. Meals**

Breakfast will be served between 6:30 AM and 7:30 AM to accommodate school aged children and early arrivals and again at 8:00 AM and 9:00 AM to accommodate children not present during the earlier breakfast. Lunch will be served between 12:00 PM and 1:00 PM. Afternoon Snacks will be served between 2:30 PM and 3:00 PM. School aged children will be served snacks between 3:45 PM and 4:30 PM. Meal schedules may vary slightly; however, parents will be notified in advance of any significant changes. If your child needs to eat before Breakfast, it is the responsibility of parents to provide it. By doing so, you agree that *AstroTots Academy & Daycare* will not be responsible for its nutritional value.



If your child has nutritional needs, as necessitated by a medical condition, you are required to provide the proper written documentation from a licensed physician.

### **XXI. Medical Requirements: illness, emergency contact**

Parents will not be permitted to leave a child that displays any symptom of illness. Should your child become ill during the day or run a fever in excess of 100 degrees, parents will be called and they will be expected to pick-up their child within 30 minutes to 1 hour. You will also be called if:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has one of the following: [unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities]
  - A tympanic [ear] temperature above 100 degrees that is accompanied by behavior changes or other signs of symptoms of illness. tympanic thermometers are not recommended for children under six [6] months old;
  - An axillary [armpit] temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
  - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.

Sick children will be segregated from other children until arrangements for any medical care can be made. If the parents of an ill child cannot be reached or arrangements for them to be picked-up, we will contact the person listed on the child's Emergency Contact Form.

Children picked-up because of an illness or children whom are absent due to being sick will not be allowed back in the facility until they have been free of fever, diarrhea, and any contagious symptoms for twenty-four [24] hours without the use of any medication or have a signed note from the child's physician stating that the child is not contagious and is free to participate in group activities.

### **Medical Emergency**

In the event of a medical emergency, 911 will be called. CPR and First Aid will be administered by trained personnel, if necessary. Upon calling for medical attention, parents will be notified.

### **Communicable Disease**

If your child becomes ill with a contagious disease, you must notify the facility as soon as possible. You will be expected to follow the Communicable Disease Chart for Schools and Child Care Centers to determine the length of time the child should remain at home. Your child will be allowed to return sooner if you provide a signed letter from your child's physician stating that it is okay to do so.





## **Staff Vaccination Policy**

In accordance with childcare licensing requirements, *AstroTots Academy & Daycare*, does not and will not require any member of the staff to be vaccinated; however, we do require each employee to have a TB test and keep the results on file in the Director's office.

## **XXII. Head Lice & Nit Free Environment**

*AstroTots Academy & Daycare* will be a Lice and Nit free facility. Any child found to have Lice or Nits will be quarantined in the Director's office until their parent is notified and comes to pick them up.

Monitoring with enforcement through scheduled and announced group screenings encourages parental compliance and promotes community cooperation and individual accountability. This does not mean panicked emergency pick-ups. The goal is to avert a crisis mentality by enabling families to keep their children lice and nit free.

## **XXIII. Medication**

*AstroTots Academy & Daycare* will administer medication according to the following guidelines:

- Medication must be in its original container with a legible prescription label and instructions on it. We are required to administer the medicine as the label prescribes unless you have written permission from your child's physician to do so.
- Over-the-counter medicines can be administered if the label is legible and has instructions that include the proper dosage for your child's age. Medicines with illegible labels WILL NOT be administered. Additionally, medicines that do not have age appropriate dosage require prior written permission from your child's physician.
- Parents must fill out a release form prior to any over-the-counter medicines being administered to their child.
- Medication must be signed in and out of the facility daily.

## **Diaper Ointment**

In the event that your child requires diaper ointment to treat a diaper rash, *AstroTots Academy & Daycare* will administer either ointment that you, the parent, has provided or A&D Ointment [or equivalent] to your child. If you do not wish for staff members to apply any diaper ointment to your child, please notify the Director in writing. Ointment must be dropped off and verified in the Director's office prior to going into the classroom.

## **Sunscreen**

In the event that your child becomes sunburned or in efforts to prevent him or her from becoming sunburned, staff members of *AstroTots Academy & Daycare* will apply sunscreen to your child. It is the responsibility of the parent to supply the center with the sunscreen. Sunscreen must be dropped off and verified in the Director's office prior to going into the classroom.



## **Insect Repellant**

During times of high insect activity, staff members of *AstroTots Academy & Daycare* may apply insect repellent to my child. It is the responsibility of the parent to supply the center with the insect repellent that you would like for us to apply. Repellant must be dropped off and verified in the Director's office prior to going into the classroom.

## **Immunizations**

All children must be current on their immunizations prior to enrollment. After the age of four [4], parents must provide the hearing and vision screening results. Additionally, parents must provide the facility with an updated shot record after your child gets any new shots.

## **XXIV. Emergency Preparedness Plan**

In the event of an emergency, we will follow the procedures referenced here in this Operational Policy and in the employee handbooks. Each classroom has a copy of emergency numbers and an evacuation plan posted on the parent board. We will utilize those numbers as quickly as possible and before any evacuations.

Should an evacuation be necessary, we will do so quickly and orderly. In such event, all teachers will conduct a head count of their children and validate that against the supervision rosters that they have in their possession. Local authorities and Licensing will be contacted by the Director and parents will be contacted by your child's teacher. Each teacher knows the evacuation procedure and where the meeting place is outside of the building. Should you need to contact the facility during an emergency or evacuation, please call (682) 429-2370. We will continue care of children until all parents arrive to pick up their child. We will remain at the emergency evacuation location even if an "All-Clear" is given by emergency responders.

*AstroTots Academy & Daycare* will conduct monthly fire, tornado, severe weather, and toxic fumes drills to practice actual behaviors such a real emergency occur. During fire drills, teachers know to evacuate the children quickly and bring with them: first aid kits, attendance rosters, child information binders, and to regroup inside the gated playground away from the building. The child information binder contains: Parent and Emergency Contact information and Authorization for Emergency Medical Care. We will also take the attendance record. During tornado drills, teachers know to close all windows and to retreat, with children, to areas where there are no windows present. They will also bring with them the first aid kit, attendance rosters, and child information binders. Lock down drills will also be conducted every 3 months. During an actual lockdown, all children will remain in their classrooms and participate in quiet activities. If we must go into hiding, we will move all children into the interior classroom [blue classroom] for safety. You will be able to pick your child up after the lockdown is lifted. In the event of toxic fumes or explosions, the entire facility will be evacuated quickly to the Hurst Public Library located at **901 Precinct Line Road, Hurst, TX 76053**. We will use this address for all evacuation causes.

During severe weather the Director will notify parents if further action is needed or if children should be picked up early to allow them and staff members time to make it home safely and avoid injury. As with all emergencies, *AstroTots Academy & Daycare* will comply with all rules and regulations set forth by fire rescue, police, and weather broadcasting stations as to provide the safest environment for all

children in our care and staff members. Upon ensuring the safety of each child and teacher, name to face checks will be conducted.

### **Emergency Preparedness Plan for Children Younger Than 24 Months or With Limited Mobility**

In accordance with the previously stated emergency plan, children enrolled with disabilities or that have limited mobility, will be placed in an evacuation ready crib for transport to the safe evacuation location. Teachers will make sure to take the appropriate documentation and rosters as well as the first aid kit. We will evacuate to the Hurst Public Library and the address is **901 Precinct Line Road, Hurst, TX 76053**. The Director will notify parents if further action is needed. Again, once safety has been ensured, we will do a name to face count of each child.

### **XXV. Parent Communications**

For the most current information about upcoming activities, events, field trips, or changes in policies or enrollment documents, parents are encouraged to check out our website at [AstroTotsAcademy.com](http://AstroTotsAcademy.com). In the state of Texas, all child care facilities are governed by THE TEXAS DEPARTMENT OF FAMILY & PROTECTIVE SERVICES. To find the most current State Licensing and Minimum Standards Guidelines, please visit their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call them at (800) 582-8286. If you wish to contact our local office, the address is 1501 Circle Drive, Suite 310, Fort Worth, TX 76119. The phone number is (817) 321-8604. The abuse hotline is 1 (800) 252-5400 and the website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Our staff is required to have annual training over abuse and neglect of children. Throughout the year we will post information and/or have information nights to increase parent and employee awareness of abuse and neglect warning signs and prevention techniques. We will participate in ongoing conversations with local organizations to stay current on abuse and neglect information. If you feel your child has been a victim of abuse or neglect, you may visit the DFPS website for assistance and intervention.

Furthermore, you may also access current and past facility inspections on the site by clicking on “child care centers” and searching *AstroTots Academy & Daycare*. Those inspections will also be posted in the lobby of the daycare.

The safety and care of each child in our care is our #1 priority. If at any point you feel there is a problem or concern, please bring it to our management staff’s attention. We will attempt to resolve all complaints quickly and satisfactorily. Our process includes listening, observing, information gathering, and working with all individuals involved to create solutions. Upon agreement of a resolution, all parties will be notified and advised. Possible resolutions can include, but aren’t limited to, change of environment, increased parent/teacher communication, or policy clarification.

*AstroTots Academy & Daycare* has an Open Door Policy. Please feel free to talk to the Director about anything, including ideas that you feel will contribute to better service.

### **Parent Notifications**

Parents will be notified of any policy changes within 48 hours. Those notifications will be passed out via flyers. All other notifications will be posted in the lobby of the childcare facility.

***Any changes in your child's enrollment packet or enrollment status must be updated by notifying the Director immediately.***

**XXVI. Withdrawals**

Parents are liable to *AstroTots Academy & Daycare* for tuition until proper notice and subsequent withdrawal. Notice should be given **two [2] weeks** prior to withdrawal date.

**XXVII. Reservations**

*AstroTots Academy & Daycare* reserves the right to refuse any child for whom we are unable to provide adequate care, the proper personnel, or facilities; however, we do not practice discrimination of any type.



# Tuition Contract

By signing this contract, I, \_\_\_\_\_, agree to be responsible to *AstroTots Academy & Daycare* for \_\_\_\_\_ daycare tuition under the terms set below.  
[Print Parent's Name] [Print Child's Name]

Furthermore, my signature is acknowledgement that if I don't adhere to the terms outlined in the Operational Policies or the terms listed below, *AstroTots Academy & Daycare* may cease to provide child care services for my child.

My child's **Weekly Tuition** will be \$\_\_\_\_\_ and the **Registration Fee** will be \$\_\_\_\_\_.

My child will be enrolled in the [ ]Green [ ]Blue [ ]Purple [ ]White classroom.

I would like to be invoiced on the following schedule: [ ]Weekly [ ]Monthly [ ]Quarterly

Initial the following statements acknowledging that you understand and agree to them:

\_\_\_\_\_ I acknowledge that I have received a copy of *AstroTots Academy & Daycare's Operational Policies* in the Enrollment Packet and have read them.

\_\_\_\_\_ I understand that all tuition is **paid in advance** of the services provided and that the enrollment fee, deposit, and first week's tuition are all due at the time of enrollment.

\_\_\_\_\_ I understand that Holidays and Unscheduled Closings are counted as days in attendance and, therefore considered **paid** days.

\_\_\_\_\_ I understand that personal items & jewelry should be left at home and not brought to the center.

\_\_\_\_\_ I have read and understand sections 21 - 23 of the Operational Policies pertaining to medical requirements at the facility.

\_\_\_\_\_ Tuition rates are subject to change and, as a condition of enrollment, you agree that you will be responsible for the new rate provided you are given a thirty [30] day advance notice.

\_\_\_\_\_ **Tuition not paid after one [1] week will result in suspension of services until it is paid. If suspension persists through the following week, your child will be dropped from care.**

\_\_\_\_\_  
[Parent's Signature]

\_\_\_\_\_  
[Director/Manager's Signature]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
[Date]