



## Busy Bees FD LLC Enrollment Agreement

This agreement is made between:

**Parent(s)/Guardian(s):**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

and **Busy Bees FD LLC** for the care of the following child(ren):

1. Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
2. Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
3. Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **Tuition Payments and Policies**

#### **1. Tuition Fees & Schedule**

- The tuition payment shall be \$ \_\_\_\_\_ per month for \_\_\_ full days of care per week, with a start date of \_\_\_\_\_.
- The care schedule is as follows:
  - **Arrival time:** No earlier than **8:00 AM**
  - **Pick-up time:** No later than **5:30 PM**
  - **Days of care:** Monday – Friday (*Flexibility in scheduling may be accommodated upon prior agreement with the center.*)

#### **2. Late Pick-Up Policy**

- If a parent/guardian will be late for pick-up, they must notify the center as soon as possible.
- A **late pick-up fee of \$25** will be charged for every **15-minute increment past 5:30 PM Eastern Time.**

#### **3. Tuition Payment Terms**

- **Payments are due in advance** of care and must be made on the **1st and 15th of each month.**
- All tuition payments must be made online through **Brightwheel autopay.**
- If a tuition payment fails to process due to insufficient funds, a **\$35 secondary processing fee** will be charged.
- If tuition payments fail more than once, only **cash or money orders** will be accepted.

- **Late Payment Penalty:** A **\$50 late fee per day** will apply for overdue payments until the balance is paid in full.

#### 4. Overtime Care & Fees

For the purpose of this contract, **overtime care** refers to any care provided **before the scheduled drop-off time or after the scheduled pick-up time.**

- **With Advance Notice & Approval:** If overtime care is requested **in advance** and **approved by the center**, the rate is **\$30 per 30-minute increment.**
- **Without Advance Notice & Approval:** Overtime care **will not be provided** if no prior arrangements have been made.

#### 5. Tuition Payments During Holidays, Vacations, and Absences

- The center will be **closed on most holidays** (*please refer to the yearly calendar*). Tuition is still required for these holidays.
- If a child is **ill**, parents are expected to notify the center as soon as possible. Tuition remains due for **sick days**.
- If a child is absent without prior notice to the center, tuition remains **due in full** for that day.

### Health Policies

#### 1. Immunization & Health Records

- Each child must have a **current immunization record** and **physical examination** signed by a licensed physician on file before enrollment.
- Immunization records and physical examinations must be **updated regularly** as required by state law.
- All children must be fully immunized prior to enrollment and must receive **additional immunizations as required by state regulations**, unless a parent provides proper documentation of a **medical or religious exemption.**

#### 2. Illness Policy

Children **must not attend** the daycare center if they exhibit any of the following symptoms:

- **Fever:** A temperature exceeding **100.4°F (38°C)**
- **Vomiting and/or diarrhea**
- **A fresh cold** (runny nose, excessive coughing, or sneezing)
- **A contagious infection** (such as strep throat, conjunctivitis, or chickenpox)
- **Discomfort requiring one-on-one care** that prevents participation in normal daycare activities

If a child develops any of these symptoms **while at the daycare center**, parents/guardians will be contacted and required to **pick up their child immediately**. The child must be **symptom-free for at least 24 hours** before returning to the daycare.

### 3. Communicable Diseases

- Parents must notify the daycare center **within 24 hours** (or the next business day) if their child or **any immediate household member** has developed a **reportable communicable disease**, as defined by the **State Board of Health**.
- **Life-threatening diseases** must be reported to the daycare **immediately**.

### 4. Medication Administration

- The daycare center will only administer **prescription and over-the-counter medications** with **written authorization** from a parent/guardian and a **physician's note**.
- Medications must be provided in their **original packaging**, labeled with the child's name, dosage, and administration instructions.
- Medications will be stored in a secure location and administered by authorized daycare staff.
- Parents/guardians must complete a **Medication Authorization Form** before any medication can be given.
- The center will **not** administer the first dose of any new medication in case of an adverse reaction.

### 5. Allergy & Special Health Needs

- **We are a nut-free facility**. No food items containing peanuts, tree nuts, or nut-based products are allowed in the center.
- Parents must inform the daycare center of any known **allergies**, including food, medication, or environmental allergens.
- If a child requires an **EpiPen, inhaler, or other emergency medication**, parents must provide a **Medical Action Plan** completed by a healthcare provider.
- The daycare center will take reasonable precautions to prevent allergen exposure but **cannot guarantee an allergen-free environment**.

### 6. Emergency Medical Procedures

- In the event of a **medical emergency**, daycare staff will administer **basic first aid** and contact the child's parent/guardian immediately.
- If urgent medical attention is required, staff will call **911** and arrange for emergency medical services.
- Parents/guardians must ensure that all emergency contact information on file is **up-to-date**.
- The daycare center is **not responsible** for medical expenses incurred as a result of an emergency.

## Inclusion Policy

At **Busy Bees Daycare Center**, we are committed to fostering an **inclusive and welcoming environment** for all children and families. We proudly support children with **special health care needs, disabilities, and those who speak languages other than English**.

- We work closely with **early intervention specialists, therapists, and educators** to provide individualized support tailored to each child's needs.
- If your child has an **Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP)**, we kindly request that you provide a copy to help us best support your child's development.
- Our staff is dedicated to ensuring that all children have equal access to learning opportunities, activities, and a nurturing environment that promotes growth and success.

We believe that **diversity enriches our community**, and we are committed to making appropriate accommodations to support each child's unique needs.

## Termination Procedures

Either the **parent(s)/guardian(s) or the provider** may terminate this contract under the following conditions:

1. **Notice Requirement:**
  - A written **two full months' notice** is required prior to the child's last day of care.
  - **The notice must begin on the 1st of the month** and end at the **end of the following month**. For example, if the notice is given on March 1st, the last day of care must be no later than April 30th.
  - **If the notice is given mid-month**, such as on March 13th, the last day of care will be **May 31st**.
  - Failure to provide proper notice will result in forfeiture of the deposit.
2. **Immediate Termination:**
  - The provider reserves the right to **immediately terminate this contract without notice** if tuition payments are not made on time.
3. **Deposit Policy:**
  - A deposit equivalent to **one month's tuition (\$\_\_\_\_\_)** is due at the time of enrollment to **reserve a child's spot**, regardless of the agreed-upon start date.
  - The deposit will be applied toward the **last month's tuition**, provided the required **two full months' written notice** is given.
  - If the tuition for the last month exceeds the amount of the deposit, the **difference will be collected**.
  - The deposit is **non-refundable** if the family decides not to start care on the agreed-upon date.
  - The **deposit is not adjustable** under any circumstances.

**Other**

- If **Busy Bees FD LLC** chooses not to enforce any portion of this contract, it does not waive the center’s right to enforce any other portion of the contract at any time.
- This contract may be **revised** at any time by **Busy Bees FD LLC**, if necessary, with **advance written notice** to the parent(s)/guardian(s).

**Signatures**

The signatures below indicate agreement with this contract and with the written policies of **Busy Bees FD LLC**. The provider may change policies as needed with **advance written notice**.

**Parent/Guardian(s) Name(s):**

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**Parent/Guardian Signature(s) & Date:**

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**Parent/Guardian Name(s):**

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**Parent/Guardian Signature(s) & Date:**

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**Director’s Signature & Date:**

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If the **parent or legal guardian** is under the age of 18, a **co-signer** must sign this agreement and act as **guarantor** to the contract, agreeing to be bound by all financial terms.

**Co-Signer Name:**

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**Co-Signer Signature & Date:**

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