

Maple Leaf Childcare Center Inc. Parent Acknowledgement

- 1.) A deposit of one week's tuition is required at the time of enrollment. The deposit will be held interest free until the dis-enrollment of the child. The deposit will be applied against the last week of tuition. All deposits are non-refundable.
- 2.) Upon the time of enrollment a \$50.00 (non-refundable) registration fee is required to secure placement for your child. This fee will not be taken to be placed on the waiting list.
- 3.) Tuition payments will be made according to Maple Leaf Childcare tuition policy as stated in Family handbook.
- 4.) Each family is allowed two weeks per year when they pay only 50% of the tuition per week to be used at their own discretion (sick or vacation). These weeks can only be used when their child does not attend any part of that particular week (Monday thru Friday). Vacations weeks can only be used after the child has attended daycare for a minimum of 90 days. There are no deductions or credits for vacations, holidays, illness, weather related or any other center closings.
- 5.) At least two weeks written notice must be given to the director should a parent elect to withdraw a child for any reason. Failure to provide such notice will obligate the parents or guardians to pay Maple Leaf Childcare Center Inc. the tuition for a one-week period, thus forfeiting the deposit.
- 6.) Tuition rates may increase each year. Parents or guardians will be given written notification of these changes at least thirty days in advance.
- 7.) Parents or guardians will be held liable for any damages intentionally or carelessly caused by their child/children to property or equipment belonging to Maple Leaf Childcare Center Inc. Payment on replacement of damaged property is due according to arrangements made with the director (usually within one week).
- 8.) Maple Leaf Childcare will close on the following holidays, New Year's Day, Martin Luther King Jr. Day, The Fourth of July, Memorial Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after and Christmas Day. Maple Leaf will also close early at 3:00 pm on Christmas Eve and New Year's Eve. *See school delay policy in family handbook.
- 9.) Maple Leaf Childcare Center Inc. reserves the right to immediately dismiss your child and/or children due to parent/guardian disturbances that are disruptive to the daily operations of the center. These disturbances include but are not limited to: verbal abuse (raised voices) towards staff, administration and children and substance abuse or any unruly behavior deemed as inappropriate by the director.
- 10.) Maple Leaf Childcare will be open from 6:45 a.m. to 6:00 p.m. at the Malta and Glenville locations, 7:00 a.m. to 6:00 p.m. at the Guilderland & Rotterdam locations, and 6:30 a.m. to 6:00 p.m. at the Route 9 location Monday through Friday. Each child must be picked up by 6:00 p.m. Parents running late will be charged \$1.00 per minute, for each minute late. This payment will be paid directly to the staff person detained by the following day or a statement will be issued.
- 11.) The person responsible for paying the weekly tuition will be:

Name of responsible person

Signature of responsible person

I acknowledge that I have received copies of the Family Handbook, Health Policies and Parent Information. I have read the contents and agree to the conditions therein.

Child's name

Parent or Guardian Signature

Date

Accepted By: Director Maple Leaf Childcare, Inc.

Date