

Kids Rule Academy

Registration Agreement

(Updated 11-2024)

Child's Name _____ DOB _____

Mother _____ Phone _____

Father _____ Phone _____

Address _____

Email (mother) _____

Email (father) _____

Payments and Fees

To secure the new enrollment spot OR to be added to KRA's waitlist, the Registration Fee of \$100.00 (for children over 24 months old) and \$225.00 (for children under 24 months old) AND the 1st-week tuition payment must be returned with this agreement for a child new to the program. The desired 1st day of enrollment and the weekly schedule must be specified by the parent. If the enrollment date is not guaranteed by KRA, all registration fees are refundable. If the enrollment date is guaranteed by KRA, the registration fee is not refundable, and the 1st-week tuition fee is refundable only if requested for a refund within 30 days prior to the guaranteed enrollment date.

Registration fees of \$ _____ Date Paid _____

This agreement signifies a Financial Commitment for the enrollment reflective of the program for which the child listed above is registered:

1. Month-to-Month with 30-day notice to un-enroll beginning on _____
2. 12 consecutive months program beginning on _____,
and ending on _____

Programs and Options: (Please specify the weekly schedule desired)

Very Important: Kids Rule Academy (KRA) operates on a 30-day notice for any change, including but not limited to a change of enrollment schedule and notice to un-enroll—no exceptions! (A written request for a change must be submitted to the KRA’s director.)

KRA is an **ENROLLMENT-BASED PRE-SCHOOL** and is not an **ATTENDANCE BASED**. Therefore, there will be no tuition adjustments given for sick days (including quarantine caused by the pandemic), vacations, unforeseen emergencies, weather closures, holidays, closures noted in our annual Closure Calendar, or for any time the child was enrolled but did not attend KRA.

Full-time vs. part-time enrollment: KRA considers enrollment for 4 or more full days per week to be full-time enrollment and for any other schedule to be part-time enrollment. While KRA has enrollment options for both full and part-time enrollment, **priority will be given to those children enrolled full-time** as our space is extremely limited. In short, if your child is enrolled into a part-time schedule, the class is completely full, and there is a new family who wishes to enroll their child into a full-time schedule, KRA shall: First, give a parent of a child enrolled into a part-time schedule opportunity to upgrade to a full-time schedule: Second, KRA shall attempt to combine a child enrolled into a part-time schedule with another child requesting a part-time enrollment: Third, KRA shall attempt to move the child enrolled into a part-time schedule to another classroom and to keep the same schedule. If none of these options work, KRA reserves the right to ask a family enrolled in a part-time schedule to unenroll. KRA will offer this parent a Waiting List placement until any of the options above can be satisfied (in this case, a 30-day notice with options shall be given to parents by KRA).

Hours of Operation: KRA is open 52 weeks per year, Monday through Friday, 7:00 a.m. to 6:00 p.m. Scheduled closures and special events will be specified in the annual Closure Calendar, which will be posted on KRA’s website and attached to this agreement.

The Current Tuition Rates will be posted inside KRA by the tuition drop-off box and attached to this agreement.

Tuition payments are calculated on a weekly basis (KRA does not offer monthly payments). Tuition shall be pre-paid for at least one full week. Every week starts on Monday for accounting purposes. Tuition can be paid weekly, bi-weekly, or pre-paid for as many weeks in advance as the parent wishes. Tuition can be paid by personal check, cash, or bank draft. We do not accept credit/debit card payments. Parents will be assessed a \$35.00 fee for any check returned by our bank as uncollected.

Tuition Includes Outstanding and reliable care by highly educated and very consistent staff. USDA Certified Organic hot lunch, two daily healthy snacks, unlimited milk, natural juices, fresh fruit, and vegetables. All the classroom materials. All extracurricular activities. Parent

access to webcams. Extra fees may be charged for field trips depending on the cost of the trip and the transportation.

KRA's tuition schedules will be posted annually on or about September 1st of each year. If tuition rates are adjusted, the new rates will be posted and emailed to parents 30 (thirty) days prior to the effective date of the tuition adjustment.

KRA's weekly tuition is a flat rate, and it does not change unless a parent requests a schedule change. It can also change with the child's age. Any change to a schedule requested by a parent must be in writing to the KRA's director and must be made 30 (thirty) days prior to the effective date of the change. A request for an **Increase** is subject to availability.

KRA has a sliding fee scale (tuition) for each age group, depending on the child/teacher ratio. A 10% discount shall be given to siblings enrolled. The 10% will be taken off the least expensive tuition amount. KRA offers a \$150.00 Referral Bonus (a tuition discount is offered to a family who referred another family after this family enrolls into KRA).

A late pick-up fee of \$5.00 per minute will be charged after 6:00 pm. At the end of every month, based on the information collected throughout the month, KRA will invoice parents for all extra fees and charges that may have accrued during that month.

Closures and tuition payments while operating during the pandemic: KRA shall take every reasonable precaution to operate in a way that minimizes the possibility that KRA would need to close the entire center for quarantine caused by COVID-19 OR any other pandemic and to limit the closure to an individual classroom if positive COVID-19 cases are reported if such limited closure is practical.

KRA's staff and all families and children enrolled will follow the Ozaukee County Health Department and the WI DCF recommendations for quarantine and operation during the pandemic.

If KRA is closed for quarantine (individual classrooms or the entire center) for short-term (14 days or less), and our teaching and support staff **are not furloughed**, and ALL of our regular expenses are due and payable, weekly tuition is expected to be paid in full notwithstanding the time of closure.

If KRA is closed for a long-term quarantine (over 14 days), and our staff **is furloughed**, KRA shall offer a Save-A-Spot program at the cost of 25% of weekly tuition amount to enable KRA to pay the rent, utilities, insurance, and facility upkeep costs. Families may choose to contribute more; in this case, any amount received over 25% shall be paid to our staff in the form of bonuses, which becomes very helpful considering that unemployment covers less than half of the teacher's salaries.

Leave of Absence (LOA): LOA guarantees your child's enrollment spot if you must leave KRA for a short period of time. LOA can be offered for a maximum of 4 weeks. KRA only offers LOA if no children are on our waiting list to be enrolled at the time of the request. If your request for LOA cannot be accommodated by KRA, you can choose to continue to be enrolled and to pay the full tuition amount OR to un-enroll and to be added to our Waiting List for a future enrollment (in this case, the enrollment date shall not be guaranteed and KRA shall notify the parent when the spot becomes available). **Note: KRA requires a 30-day notice to un-enroll.**

Vacations: KRA DOES NOT offer tuition credits/discounts for any vacation time.

KRA reserves the right to cancel the enrollment immediately for reasons including, but not limited to: (1) Failure to comply with the policies and rules as outlined in this Agreement and KRA's Parent Manual; (2) If KRA's staff cannot adequately meet the child's special needs; (3) If a parent or child physically or verbally abuses a staff member or another child; (4) Failure to adhere to the rules and regulations set by the Early Childhood Programs and by the WI DCF; and (5) Failure to timely pay tuition or other fees.

The following policy applies to first-time Infant enrollment: Upon filing a Registration Agreement, a non-refundable Registration fee of \$225.00 and the first-week tuition payment are required **to secure the future enrollment spot. The first day of enrollment must be established** (note: first day of enrollment can adjusted at no cost one time after the child is born by no more than 1 week. If an extension beyond 1 week is needed, please refer to our Leave of Absence (LOA) Policy. If KRA cannot meet the specific enrollment date, we will refund all fees collected if unenrollment is requested by the parent.

Web Cam Access/Licensing and Usage Agreement: KRA grants parents access to web cameras so they can view children in classrooms and various other places within the center in real time during the day. **Parent access to webcams is the condition of enrollment. By signing this Agreement, you shall give unconditional permission to other parents and KRA's staff and Administration to have access and to view your children and all children enrolled.** Before access is granted, parents shall read and agree to the Web Cam Licensing and Usage Agreement. Every time parents attempt to gain access to this service, the Web Cam Licensing and Usage Agreement shall be signed electronically. Also, a paper copy of the same Agreement shall be signed by the parent and KRA's director and kept on file at KRA. If parents do not sign the Web Cam Licensing and Usage Agreement, access to this service shall not be granted. The Web Cam Licensing and Usage Agreement is attached to this Registration Agreement as Addendum A, incorporated by reference and made a part of this agreement.

Photo and Video Policy: KRA occasionally photographs and records videos of students and school events such as, but not limited to, concerts, holiday celebrations, art walks, project presentations, field trips (outside or inside the Center), professional photo sessions, in-class special celebrations (for example birthday celebration), KRA’s methods of working on a child’s development, etc to highlight student experiences. Photos and/or videos may be used in various ways, including but not limited to social media, our websites, newspaper articles, emails to parents, promotions, and other school-related communications. In addition, KRA reserves the right for media representatives, professional photographers and videographers, and our social media and website administrator to occasionally visit our Center to highlight students and activities through photos and/or videos. Parents and our staff are encouraged to take photos and videos at KRA’s concerts, special events, classroom activities, and holiday celebrations and use them on social media for promotional purposes. By choosing to have your child participate in KRA’s special events listed above, parents shall grant KRA full and unconditional permission to use photo and video materials on our website, social media, newspaper articles, promotions, and other school-related communications. Student names and/or personal identifiers **will not** be used when photographs and videos are posted on KRA’s social media and website. All photographic and video materials are the property of KRA. Please choose the option below by circling 1 OR 2. **Permission SHALL BE GRANTED if nothing is indicated and/or if this disclosure is not returned to KRA within three business days after being presented to parents.**

1. I grant permission for my child (name) _____ to be photographed and videotaped with the understanding that any publications, photos, videos, etc., will be used, in general, to positively promote the activities, programs, or services of the KRA and its students.
2. I choose NOT to allow KRA to use photos/videos of my child(name) _____. Suppose I discover my child’s pictures and/or videos on KRA’s social networks or website. In that case, I will give KRA an option to remove such a photograph or video in writing by emailing to **info@kidsruleacademy.com**. I shall indemnify KRA from any legal action if the requested photo or video with my child is removed within 10 business days from my request or sooner.

For more details about our process and operation, please refer to KRA's Parent Manual, available on our website.

I have read and understood the Registration Agreement and agree with all of Kids Rule Academy's operational policies.

Signature of Parents/Guardians (Jointly and Severely)

Date

Signature of KRA's Representative

Date