

Kids Rule Academy

Registration Agreement

(Updated 2-2022)

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 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 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 the 30-day notice for any change including but not limited to: 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 **ATTENDANCE BASED**, therefore, there will be no tuition adjustments given for sick days (including quarantine caused by pandemic), vacations, unforeseen emergencies, weather closures, holidays, closures noted in our annual Closure Calendar, or for any time 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 considers enrollment 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, and the class is completely full, and there is new family who wishes to enroll their child into a full time schedule, KRA shall: First, give 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. In the event none of these options work, KRA reserves the right to ask a family enrolled into a part time schedule to un-enroll and shall 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, 7am – 6pm. Scheduled closures and special events will be specified in the annual Closure Calendar which will be posted on KRA’s website and will be attached to this agreement.

Current Tuition Rates will be posted inside KRA by the tuition drop off box and will be 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 it can be pre-paid for as many weeks in advance as 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 the most reliable care by highly educated and very consistent staff. USDA Certified Organic hot lunch and two healthy snacks daily, unlimited milk, natural juices, fresh fruit, and vegetables. All the classroom materials. All extracurricular activities.

Parent access to web cams. 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 change of schedule is requested by parent. It can also change with the child's age. Any change to a schedule requested by 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 **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 (discount off tuition 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 6:00pm. 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 classroom 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 there are no children 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 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 30-day notice to un-enroll.**

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

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 in 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 the 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 2 weeks. If extension beyond 2 weeks is needed, please refer to our Leave of Absence (LOA) Policy. If KRA is unable to meet the specific enrollment date, we shall refund all fees collected, if un-enrollment is requested by parent.

Web Cam Licensing and Usage Agreement: KRA grants to parents access to Web Cameras so they may view children in classrooms and various other places within the center in real time during the day. 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 shall be kept on file at KRA. If parents do not sign 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 entire agreement.

Photos and Videos: I give full and unconditional permission / I do not give permission
(please strike one, permission shall be GRANTED if nothing is struck) to KRA to use my child's photographs and/or video materials for promotion purposes on social media and other promotional channels. Any photographs or video materials of my child taken by KRA is the property of KRA.

Please refer to KRA's Parent Manual available on our web site for more details about our process and operation.

I have read the **Registration Agreement** in full and understand and I agree with all the operational policies of the **Kids Rule Academy**.

Signature of Parents/Guardians (Jointly and Severely) Date

Signature of KRA's Representative Date