

RE-ENROLLMENT FORM



Date: _____

Child's First/Last Name: _____ Date of Birth: _____ Age: _____

Registering for: Infant/Toddler Preschool 2016 Rate: _____

Payment Method: ACH/Check Credit Card (3 % fee) (please see attached rate sheet)

All of my child's information is up to date I need to update my child's information

PARENT / GUARDIAN REGISTRATION AGREEMENT

PLEASE READ AND INITIAL NEXT TO EACH NUMBER

1. _____ I will notify BBELC and update all medical, family and other information previously provide as part of the registration. I will provide BBELC with any additional information required to comply with local and/or state licensing requirements as they become necessary. I understand it my responsibility to provide Building Blocks with any changes in the information provided herewith.
2. _____ Tuition is based off of a 52 week payment cycle and includes, but not limited to holidays, training and child absences. I understand and agree that there are 8, 4 week payment periods, and 4, 5 week payment periods. If you choose an alternate payment schedule, please see your Director.
3. _____ There will be late charge of \$10 per day applied for every day tuition is not paid. If tuition has not been paid, or a tuition balance is not fulfilled, I understand my child will not be permitted to maintain his or her enrollment.
4. _____ I understand that registration and enrollment fees are nonrefundable.
5. _____ Tuition should be paid by ACH, personal check or debit card. If choosing to use credit card, please note a 3% service charge will be applied to your yearly tuition. Please see your Director if you have more than one child enrolled. If any method of payment is returned for any reason a \$40 fee will be added to your tuition for each time it's returned.
6. _____ Registration and enrollment are subject to review by Building Blocks Administrators and managing members at any time for any purpose. All registration forms must be updated on a yearly basis.
7. _____ Tuition is to be paid as dictated by this Agreement. If any modifications, edits, or changes of any kind are made herein, said changes must be made in writing, acknowledged and signed by BBELC, the parent/guardian, and all other applicable parties. Any change in tuition requires the parties to complete a new working registration form. No tuition changes shall be made to this particular agreement through mark-ups, handwritten exceptions, or in any similar fashion.
8. _____ I agree to reimburse BBELC for any outstanding tuition balance.
9. _____ I agree to have my child use all of the indoor and outdoor equipment at BBELC and allow my child to participate fully in all activities scheduled by BBELC, unless otherwise notified.
10. _____ I grant my child permission to leave BBELC under the supervision of a staff member for any scheduled events including but not limited to neighborhood walks, field trips, and any activity associated with Building Blocks. I will be

furnished with appropriate permission slips in the event any scheduled activity requires it. Unless there is my valid signature on the returned permission slip, my child will not be allowed to participate in the applicable activity.

11. _____ BBELC is not responsible for my child prior to my child entering the interior physical structure of the BBELC facility, nor shall BBELC be responsible for my child subsequent to my child leaving said facility. BBELC will assume responsibility for my child once parent/guardian and child make verbal or physical contact with BBELC staff.
12. _____ I understand and agree that if I am going to be late picking up my child from the BBELC facility at the designated pick-up times I must notify the school as soon as possible. I understand and agree that I will be charged a late fee of \$1.00 per minute for every minute late after 6:05 pm. At 6:20 pm parents will incur an additional flat \$20 fee (\$40 total at this point). The late fees will continue to accrue after 6:20 pm at \$1.00 per minute. All late fees must be paid in cash to the teacher scheduled to close.
13. _____ I understand and agree that when I bring my child to the BBELC, I am responsible for making physical contact with a BBELC staff member prior to my departure from the building. I understand and agree to sign my child in for the day he/she attends BBELC and I am to sign my child out when I arrive at BBELC to take my child with me from the facility.
14. _____ BBELC is allowed to include my child in any photographs or advertisements associated with BBELC, including but not limited to magazine articles, newspapers materials, brochures, website and the like.
15. _____ BBELC Staff will provide my child with the necessary emergency medical care as required by this Agreement and Connecticut Law. BBELC will administer basic medical procedures as they are stipulated by the American Red Cross (including cardiopulmonary resuscitation), the American Heart Association, the National Safety Council, American Safety and Health Institute or Medic First Aid International, Inc. It is agreed that any medical fees incurred as a result of treating my child will be reimbursed by me, the Parent.
16. _____ I understand and agree that if any changes are made in the custodial rights of my child I will provide BBELC with this information in immediate fashion as well as provide applicable court documents, along with the court's signature, in effort to validate appropriate court ordered guardianship.
17. _____ BBELC reserves the right to terminate my child's enrollment at any time upon notification to me for any action by the child or parent that has a detrimental impact on Building Blocks or any child, staff, person, property, parent or activity associated with BBELC.
18. _____ I understand and agree that if my child is evaluated in any way by an agency other than one associated with BBELC, I will give BBELC notice and results and records of said evaluation will be made available to BBELC upon request.
19. _____ BBELC staff is required to report any signs or suspicions of child abuse and neglect to the applicable authorities, along with notice to parents of said reporting.
20. _____ Families may withdraw children from BBELC at any time throughout the enrollment period. Families must give the Program Director a **30 day advance notice**, in writing, indicating you want your child's enrollment to be terminated. The notice must be signed and dated by the Parent/Guardian of the child. In addition, Building Blocks will be authorized to debit 30 days worth of tuition from said account. This also includes moving your child from full time to part-time enrollment.
21. _____ BBELC requires that an active credit card be on file in order to process all termination/late fees. If the amount has been paid by check, the card will not be charged.
22. _____ Two key fobs will be provided per family within the first week your child(ren) start. You will be responsible to return both key fobs upon leaving Building Blocks. If key fobs are not returned, \$15 per key fob will be charged to your credit card. If additional key fobs are needed, Building Blocks will charge \$15 per additional fob which is refundable upon return.

This Agreement and Registration Form constitutes the exclusive agreement between the parties and supersedes any oral or written understanding previously made. This Agreement may only be modified in writing executed by a duly authorized representative of Building Blocks Early Learning Center, LLC. Employees are not authorized to make any independent agreement with any Parent, Guardian or child. By signing this Agreement, I understand and agree to all above mentioned terms, conditions and provisions.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

I represent that I have been advised of and fully understand the Building Blocks Early Learning Center, LLC policy with regard to registration and cancellation, including but not limited to the obligation to pay a minimum of one month's tuition. I desire to enroll my son/daughter _____ at Building Blocks Learning Center LLC (BBELC) Early Care Learning program.

In consideration and reliance of my child's enrollment, I understand and agree that Building Blocks Early Learning Center LLC (BBELC) has reserved a position for my child and upon submission of the Registration Application, I am responsible to pay tuition for the first week together with a registration fee in the aggregate amount of \$_____.

I further understand that I am responsible to provide Building Blocks Early Learning Center, LLC (BBELC) with my valid credit card information to secure all future payment obligations. In the event that I choose not to have my child enroll at Building Blocks Early Learning Center LLC (BBELC), it is understood and agreed that Building Blocks Early Learning Center LLC is authorized to debit my credit card on file for the remaining three weeks tuition, in the amount of \$_____ based on Building Blocks Early Learning Center, LLC (BBELC) 30 day termination policy.

Signature of Parent / Guardian

Date

Printed name of Parent / Guardian

Date

Signature of Parent / Guardian

Date

Printed name of Parent / Guardian

Date