



# Enrollment Agreement

## Enrollment Information

Site Name / Number
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Completion of this Agreement is required for enrollment. This information is necessary for Champions® programs to comply with state child care licensing regulations and to enable us to better understand your child and meet his or her needs.

CHILD INFORMATION			
Child's First Name	Child's Last Name	Home Phone Number	Date of Birth
Home Address		City	State
			Zip Code
Names of other siblings attending this program		Email Address (Payer)	

TUITION	
Registration Fee	\$
Tuition	\$
3rd Party Co-Pay	\$
Discount Type	
Discount (\$ or %)	\$/%
Net Tuition	\$
Late Payment Fee	\$10.00
Late Pickup Fee (per every 15 minutes)	\$10.00
Returned Payment Fee	\$
Early Release/Late Start	\$

<b>Student Status:</b> <input type="checkbox"/> Returning <input type="checkbox"/> New Student
Primary Payer
Secondary Payer
Subsidy / 3rd Party Payer

REQUESTED SCHEDULE	
Start Date	
Champions®   Before School	M T W TH F
Champions®   After School	M T W TH F
Kindergarten   Full Day	M T W TH F
Kindergarten   Half Day (AM or PM)	M T W TH F
Preschool   Full Day	M T W TH F
Preschool   Half Day (AM or PM)	M T W TH F
Champions® Break   Full Day	M T W TH F
Champions® Break   Half Day (AM or PM)	M T W TH F
Drop In	M T W TH F

**CONTRACTED TERMS**

**A. Scheduled Attendance** – Tuition will be charged at the contracted rate regardless of attendance. Schedule changes must be made by Wednesdays for the upcoming week.

**B. Attendance** – All sites will be closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas. The contracted tuition rate is charged for weeks in which closings occur.

**C. Early Dismissal, Late Start and No-School Days and Breaks** – There will be an additional charge per day on all early-release days and late-start days (half days of school, weather delays, etc.), as set forth in the site's tuition and fee schedule. There will be a special daily tuition rate for in-service days and breaks. You must reserve a slot for your child. On these days, site programs will be open based on need and school district policies. You will be notified in advance if your site is providing care.

**D. Field Trips** - Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee due before the day of the event and may require completion of a specific permission slip.

**E. Tax Information** – It is your responsibility to maintain your own childcare financial records for tax purposes.

**F. Registration Fee** – A nonrefundable school year registration fee is due at time of enrollment and the beginning of every school year and summer thereafter.

**G. Tuition** – You agree to pay the published tuition and fee schedule in effect for the program in which your child is enrolled. As your child changes schedules or programs, the tuition and fees may also change. Champions may, from time to time, adjust the tuition and fee schedule. **Tuition and fees are not subject to pro-ration for illness, holidays, or emergency closure of the site.**

**H. Weekly Tuition** - Weekly tuition is due in advance, by Friday of each week, for the following week. A late payment fee will be charged if payment has not been received by the end of the week service is rendered.

**I. Late Pick-Up Fee** – A late pick-up fee will be charged for each incremental period of 15 minutes when your child is left beyond the site's operating hours, beyond the first 15 minutes, and is charged directly to your account. No cash will be accepted for this late pick-up fee. The late pickup fee does not constitute an agreement to provide after hours services, nor will the late pick-up fee be applied toward tuition. Chronic lateness at closing time may be grounds for termination of service.

**J. Payments** – You authorize Champions to initiate electronic debits to your payment account for each payment presented by you to Champions for payment. If any ACH payment is returned unpaid, you acknowledge that Champions will attempt to collect on the returned payment electronically up to two additional times. You authorize Champions to electronically debit your account for the amount of any returned item and a returned item fee in the maximum amount allowed by State law. Additionally, upon notice, either written or electronic, from Champions, you authorize Champions to initiate one-time debits to your stored payment account for any amounts owed that become past due. These authorizations will remain in full force and effect until Champions has received written notification from you of the termination of your authorizations.

**K. Recurring Payments** – Account payments may be made by establishing an autopayment account. The amount of any recurring payment will be your total outstanding balance at the time the invoice(s) is (are) due, which will include tuition, fees, and other charges. As a result, the amounts and frequency of your recurring payment may vary.

**L. Failed Payments** – Payments from customers with outstanding insufficient, uncollected or otherwise ineligible ACH payments must be submitted using a different payment account until the balance is rectified. Accounts containing returned ACH payments are subject to immediate termination of service; however upon payment of applicable tuition and registration fees Champions may choose to reinstate your child's enrollment. Champions is unable to accept cash payments.

**M. Refund** – If you withdraw your child(ren) from the program, Champions will issue a prepayment refund for services not rendered. Refunds will be returned to the electronic payments account from which the funds were originally paid. In the case it is not possible to return funds electronically to that payment account, you will be responsible for a check processing fee and payment will be paid by check. Funds paid by electronic check or ACH cannot be refunded for 15 business days to allow for any potential returned payments to be posted to the customer's account. A waiting period of 24 hours is required for all credit and debit card transactions. Any fees specially identified as in your contract as non-refundable will not be refunded (e.g., registration and education fees). All outstanding receivables must be paid prior to issuing refunds.

**N. Arrears** – Families that face difficulties in paying tuition are encouraged to contact their principal, PTA, school community partners and DC OSSE for possible assistance. Please contact your Site Director if you need contact information for any partners. Families that have failed to pay for four weeks of service may be disenrolled; however, upon payment, enrollment may be reinstated with applicable paid tuition and registration fee. Accounts in arrears may be referred to a collection agency. In the event an account is sent to collections, you will be responsible for the balance of your account and any reasonable collection and attorney fees and costs associated with the collection of the account. In the event that an account is in arrears or shared payment of an account is in dispute, any part of the arrears payment not paid will be the responsibility of the primary payer.

**O. Disenrollment Policy** – Families who are disenrolled due to non-payment and later re-enroll will be charged an enrollment fee in accordance with the site's current tuition and fee schedule.

**P. Responsible Party** – You are responsible for payment on any and all tuition, fees and other charges not paid by any third-party agency, to the extent allowed by law.

**Q. Enrollment Not Guaranteed** – Champions reserves the right to disenroll any child who presents a risk to the health or safety of other children or staff; or any child whose needs cannot be met in our program.

**R. Special Medical Condition/Other** – Champions' practice is to enroll children in compliance with the Americans with Disabilities Act, its implementing regulations, and any other applicable federal, state or local laws pertaining to the provision of services to persons with Disabilities.

# Enrollment Agreement

## Contacts and Care Information

Child's Name _____
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PRIMARY CONTACT AND RELEASE PERSONS <i>Include parents and guardians</i>			
Is parent/guardian a Champions employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, employment date _____ Name _____			
<b>Parent/Guardian #1</b>	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Driver's license number/state
Employer and address	Work e-mail address	Work hours	Work phone/ext
<b>Parent/Guardian #2</b>	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Driver's license number/state
Employer and address	Work e-mail address	Work hours	Work phone/ext
<b>Parent/Guardian Identification Information (2 items required)</b>	Question 1 _____	Answer 1 _____	
	Question 2 _____	Answer 2 _____	
	Note: Personal questions will be used to verify parent/guardian identity if a pick up authorization is called into the site.		

EMERGENCY CONTACT AND RELEASE PERSONS <i>Do not include parents and guardians</i>			
<b>If possible, please notify the site if an Emergency Release Person will pick up your child on a given day. For the safety of your child, we will request all authorized pick up people with whom staff are not familiar to provide Government issued photo ID at time of pick up.</b>			
<b>Name #1</b>	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Gov Issue Photo ID Type
Employer and address	Work e-mail address	Work hours	Work phone/ext
<b>Name #2</b>	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Gov Issue Photo ID Type
Employer and address	Work e-mail address	Work hours	Work phone/ext
<b>Name #3</b>	Relationship to child	Home phone	Cell phone
Home address	Home e-mail address		Gov Issue Photo ID Type
Employer and address	Work e-mail address	Work hours	Work phone/ext

The persons designated in this section will be contacted by Champions and are authorized to pick up your child if there is a medical or other emergency and you cannot be reached. Parent/Guardian must complete any state-specific emergency release forms required by individual state child care licensing regulations. In addition, release person must be 18 years of age or older.

Site staff will release your child only to you or to those persons you have listed above. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified above to pick up your child, you must notify site staff in advance, in writing. **Your child will not be released without prior authorization.** In the event you call a pick up authorization into the site the Parent/Guardian Identification Information questions will be used to verify your identity and to authorize the release of your child.

### CHILD'S CARE NEEDS

Is there anything we should know about your child's care needs to ensure that we provide the best quality education and care for your child?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ALLERGIES *Please list*

<input type="checkbox"/> Medications _____	Reaction _____
<input type="checkbox"/> Food _____	Reaction _____
_____	_____
<input type="checkbox"/> Respiratory _____	Reaction _____
<input type="checkbox"/> Bee sting _____	Reaction _____
<input type="checkbox"/> Other _____	Reaction _____

Are any of the allergies severe or life-threatening?  Yes  No

If yes, please provide special instructions: \_\_\_\_\_

KinderCare Education does not discriminate on the basis of a person's religion, color, race, gender, sexual orientation, age, national origin, disability, Vietnam-era status, or any other factors protected by law. Toilet training is not an eligibility requirement for enrollment. Contact Inclusion Services to assist with special needs or reasonable accommodation issues.

KinderCare Education  
650 N.E. Holladay Street, Suite 1400  
Portland, Oregon 97232  
Phone: 1-800-633-1488, ext. 1440  
E-mail: inclusionsservices@kc-education.com

### SIGNATURE

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

# Enrollment Agreement Other Terms and Certifications

Child's Name \_\_\_\_\_

## OTHER TERMS

By signing this Enrollment Agreement and enrolling your child(ren) in Champions® programs, you acknowledge your understanding and acceptance of the following:

**Family Handbook** – The Family Handbook is incorporated by reference into this Enrollment Agreement. You acknowledge that you have received and will abide by the policies in the Family Handbook.

**Information** – You understand that if there is a change in any information provided by you for this Enrollment Agreement, you agree to update such information.

**Transportation** – You understand you must notify Champions in advance of any changes in your child's transportation or attendance schedule.

**Illness** – If your child becomes ill and the site calls you to pick up your child, you agree to make arrangements for your child to be picked up from the site as soon as possible.

**Medical Information** – The site must have a medical statement on your child, on form(s) provided by the site. You agree to return these form(s) to the site within two weeks of your child's enrollment, or sooner if required by your state's licensing agency. You will have these form(s) updated as required by the site and state licensing requirements.

**Medication** – (Individual state licensing regulations regarding medication must be consulted and shall prevail. Any mandatory state form regarding administration of prescription or non-prescription medication must also be completed and signed by the parent.)

If permitted by state licensing regulations, you authorize Champions staff to administer to your child topical non-prescription medications as needed, according to the dosage instructions on the medication container. For any other **non-prescription** medication, if permitted by state licensing or site policy, you will provide written authorization for Champions staff to administer the medication in accordance with written instructions from yourself or the child's health care professional, as required; you agree to provide any such medications or other supplies, as these will not be provided by the site. For any **prescription** medication, you will complete necessary authorization forms with your signature and understand the prescription label must be followed without fail. You will provide the medication in its original container with the pharmacist's label.

**Communications** – You consent to Champions communicating with you by telephone, email, or other means. Written communication may be sent home with emergency contact and release persons when necessary. This consent shall survive the termination of this Enrollment Agreement.

**Policies and Program** – Champions reserves the right to alter its policies and program at any time. Site Management does not have the authority to alter or modify the terms of this Agreement either verbally or in writing.

**Absent Child** – You agree to notify the site staff by 9:00 am when your child is absent. You must notify the site staff if your school-age child does not need to be picked up from school or will not arrive by scheduled school bus on a particular day.

**Staff Employment** – You understand that in an effort to maintain the professional status of Champions staff and prevent any potential conflict of interest, babysitting by site staff members is discouraged. However, should you hire any site staff members, it must be outside the site premises and with the understanding that such arrangements and payment for services are solely between you and the site staff member. The site and Champions do not sanction the arrangements, and you agree to hold Champions harmless from any such arrangement. If a site staff member chooses to baby-sit for an enrolled child, the site staff member and you must request and sign a Champions Babysitting Liability Release Form to be kept in the child's file.

**Licensing Regulations** – State child care licensing regulations are on file at the site and are available for review upon request. Certain state child care licensing regulations have requirements in addition to those contained in this Agreement.

**FOR CALIFORNIA ONLY: The California State Department of Social Services (CDSS)** or other public agency authorized by CDSS to assume such responsibilities shall have the authority to interview children or staff, and to inspect and audit school records without prior consent. The site shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the site. The Department shall also have the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

**Enrollment Refusal** – A child may be disenrolled by Champions without prior notice if, in the sole opinion of Champions, it is in the best interest of the child or Champions.

**Assessments** – You give permission for your child to participate in a proprietary assessment system, which may include: learning assessments and screenings, surveys, and progress reports administered by Champions. The results of these assessments may be used by Champions to measure your child's progress in a Champions program as well as overall program progress, and may be used to evaluate, market, and update Champions programs. You will have access to your child's individual results (with the exception of anonymous surveys).

Parent/Guardian Initials \_\_\_\_\_

Date \_\_\_\_\_

## CERTIFICATIONS

- Yes  No \_\_\_\_\_ **Walking Trips** – I give permission for my child to leave the site for outdoor exercise and educational purposes, with the understanding that my child will be accompanied by site staff and under proper staff supervision at all times. (If required by individual state child care licensing regulations, I will be given a specific permission slip for each walking trip.)  
Initial \_\_\_\_\_
- Yes  No \_\_\_\_\_ **Transportation** – I give permission for my child to participate in and to be transported while under proper staff supervision at all times for field trips, to and from school, educational excursions and other site sponsored activities. I will be given a specific permission slip for each off-site field trip requiring transportation. Off-site field trips and all transportation of children will meet state child care licensing regulations and site policies including minimum-age requirements.  
Initial \_\_\_\_\_
- Yes  No \_\_\_\_\_ **Water Activities** – I give permission for Champions to include my child in supervised water activities, including water activities at the site. I will be given a specific permission slip for all off-site water activities.  
Initial \_\_\_\_\_
- Yes  No \_\_\_\_\_ **Photographs/Videotape** – I give permission for my child to be photographed and videotaped in the site and during program functions and field trips. I will be notified if any photos/videos are to be used for public relations purposes and understand I have the right to refuse permission for such use.  
Initial \_\_\_\_\_
- Yes  No \_\_\_\_\_ **Child First Aid** – I give Champions permission to give my child first aid when necessary and for my child to be transported to an emergency medical facility. I also authorize ambulance/rescue squad attendants to administer such treatment as is medically necessary and I authorize the hospital/ medical personnel to undertake examination and emergency treatment, up to and including surgery, if warranted.  
Initial \_\_\_\_\_
- Yes  No \_\_\_\_\_ **Medical Sign Off** – My child is in good health and immunizations are up to date and on file at the school. I will complete any state specific medical authorization forms required by individual state child care licensing regulations.  
Initial \_\_\_\_\_

I have read, understand, and accept all terms and conditions described in this Enrollment Agreement. Site management does not have authority to alter or modify the terms of this Enrollment Agreement either verbally or in writing. This is a legally binding agreement between KinderCare Education LLC d.b.a. Champions® and the undersigned.

**Any dispute or claim arising out of or relating to this Agreement shall be submitted to non-binding mediation prior to the commencement of arbitration, litigation, or any other proceeding before a trier of fact. The parties agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. If a mediator cannot be agreed upon by the parties, each party shall designate a mediator, and those mediators shall select a third mediator who shall act as the neutral mediator to assist the parties in attempting to reach a resolution. All parties to the mediation shall share equally in its costs.**

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please check box if you do not wish to receive information from Champions, including newsletters and updates, via email or otherwise.