

SENT Prep Academy

Family Contract

The following agreement is made between:

Mother/Legal Guardian Email Cell Phone

Address Work Phone

AND

Father/Legal Guardian Email Cell Phone

Address Work Phone

AND

**SENT Prep Academy, 206 SE Lakewood Ct., Topeka, KS 66609. 785-783-2535,
Hours of Operation: Monday-Friday, 7:00 am to 6:00 pm**

FOR THE CARE OF:

Child's Name Date of Birth

BASIC RATES AND PAYMENT POLICIES:

The payment fee shall be \$_____ per week.

Care shall be provided normally from_____ a.m. to _____ p.m. on the following days:

M T W TH F (circle all those that apply)

Child's Start Date: _____

Payment is in advance on Thursday of each week for the following week. If you wish to switch to biweekly or monthly payments, please speak to the admin team at enrollment.

Rates Regarding Holidays, Vacations and Other Absences:

1. SENT Prep Academy will be closed on the following holidays, which are **PAID** holidays: New Year's Day, Martin Luther King Jr Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and the day after, Christmas Eve and Christmas Day. If any of these holidays fall on a weekend, SENT Prep management will provide written notice regarding whether the holiday will be observed (either the Friday before or the Monday following).
2. The facility will be closed two days each year for a staff development day, which is a PAID day. Families will be given a minimum of a 30-day notice of this date. We will close twice a year at 4:00 pm for Parent Teacher Conferences.
3. Childcare tuition is based on a 12-month year, beginning in September. Payments are to be made on the Thursday of each week for the next week. Invoices will be sent out each Wednesday through ProCare. Adjustments will not be made for the number of days attended, vacations, illness, closures due to emergencies, or holidays. Payment is considered late on Monday of the following week. If payment is not received by Monday of the following week, your child may not attend. If you need to make payments every two weeks or once a month, you will notify the admin team prior to starting.
4. When a child is ill or has any symptoms listed in the handbook, the legal guardians are expected to keep their child home and make every effort to give the provider as much notice as possible. The parents are expected to pay even if the child is not in care.

Other Charges and Policies:

1. An initial enrollment fee of \$50.00 per child is due when the contract is signed and turned in to hold the opening. This fee is non-refundable. An annual enrollment fee of \$20 per child will be due each September.
2. SENT Prep Academy operates from 7:00 am until 6:00 pm, Monday through Friday. Arriving to pick up a child after 6:00 pm results in a \$5 late fee for each 15 minutes, payable immediately.
3. If your child is going to be absent or arrive after 9AM, please call us at (785)783-2535. We will be concerned about your child if we do not hear from you. If your child is not in care by 11 am then they cannot arrive without a doctor's note. This helps us plan adequately with staffing for the day.

4. If payment is not received on Monday at 7am, a late fee of \$5 will be added to your account each day until full payment is made. Repeated late payments will result in your family being required to set up automatic payments or credit card payments
5. There is a \$30 fee on a check that is returned for any reason, and the Center will expect cash after that.
6. SENT Prep Academy will email tax statements yearly via ProCare to families' accounts on file. You may request a print-off by emailing education@sentopeka.com.
7. SENT Prep Academy will keep student records on file for three years after children are no longer enrolled in our care.
8. Parents will agree to follow the behavior and biting policy in the student handbook:
 - a. I/we acknowledge that in the event that my/our child exhibits behavioral problems (such as biting, kicks, punches, striking, aggressive or destructive actions, etc.), the provider will make every effort to notify me/us, and that I/we will collaborate with the provider to address the behavior as soon as possible. I/we acknowledge that my/our kid will be removed from care if all efforts have been exhausted and the conduct is not changed, as well as if there is a major damage to any other children in care or the caregiver.
9. I/we understand that all contracts are updated yearly, and this contract is only valid for one year or until September 1st, whichever comes first. The Child Care Provider will change this written contract from time to time, and a 30-day written notification of changes will be given & a new contract will be signed. SENT Prep Admin Team and SENT Board of Directors will be involved in the review process.
10. For Emergency closures, SENT Prep Academy will notify parents for weather closures by 6 AM by WIBW and ProCare. If SENT Prep Academy needs to close for an emergency, the admin team will contact parents by phone and ProCare for pick-up.

Termination Procedure:

Each child is enrolled with the understanding that the first two weeks are on a trial basis, and the Parent/Legal Guardian or the child care center director can discontinue care without notice. After the trial period, either party can terminate this contract by giving a two-week written notice in advance of the ending date. Payment by the Parent/Legal Guardian is due for the notice period, whether or not the child is brought to the Center for care. The center director may terminate the contract without giving any notice if the Parent/Legal Guardian does not make

payment when due. Failure by SENT Prep Academy to enforce one or more terms of the contract does not waive SENT Prep Academy's right to enforce any other terms of the contract.

Signatures:

By signing this contract, Parent(s) or Legal Guardian(s) also agree to comply and abide by the written policies outlined in the SENT Prep Academy Handbook.

_____	_____
Parent/Legal Guardian Signature	Date
_____	_____
Parent/Legal Guardian Signature	Date
_____	_____
Provider's Signature	Date
_____	_____
Co-signer's Signature*	Date

**If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as a guarantor to the contract and agree to be bound by all financial terms.*

I give permission for my child to be photographed for classroom projects and/or promotion of the SENT Prep Academy.

_____ YES _____ NO

Signature: _____