



# Azure Hills Children's Center

## ADMISSION AGREEMENT

1. **Eligibility:** Open to all children age 2 to 5 regardless of race, nationality, or creed.
2. **Religious Activities:** Children will be involved in religious instruction and activities including daily prayer. The center is affiliated with the Seventh-day Adventist Church. AHCC operates as a private, non-profit childcare and education business.
3. **Lunch & Snacks:** AHCC provides AM & PM snacks daily. Students must bring lunch daily or may purchase lunch from school Monday-Thursday only. Lunch charges will be added to your account at the end of the month. **Please NO PORK or food containing nuts. This is a NUT-FREE center.**
4. **Center Hours:** Monday-Friday, 6:00 am-6:00 pm.  
**Winter Hours:** Monday-Thursday, 6:00 am-6:00 pm. Friday, 6:00 am-4:00 pm.
5. **Registration:** Registration fee of \$250 is due upon enrollment. This fee is non-refundable and is subsequently charged to your account on July 1<sup>st</sup> of each year. There is no prorating for registration.
6. **Tuition:** Monthly tuition is set with no variance. Full tuition is due on the 1<sup>st</sup> of every month regardless of attendance. **There are no "make-up" days.** If your child does not attend for any reason on a contracted day, this time cannot be made up on another day. **There are no refunds on tuition for early withdrawal or dismissal for any reason.** A 30-day notice will be given before tuition rate is increased.
7. **Family Discount:** A 10% monthly discount will be applied to accounts with two or more siblings on the same account.
8. **Late Pick-up:** The late pick up fee is \$25 for every 15 minutes or fraction thereof. The center reserves the right to dismiss a family due to excessive late pick-ups.
9. **Vacation & Illness:** There are no adjustments or refunds for any days missed for illness, vacation, holidays, or school closures. Vacation is encouraged during the summer months after the school year is over.
10. **Disenrollment:** Either party for any reason may terminate childcare services with a two-week WRITTEN notice. No refunds will be given for withdrawal mid-month.
11. **Termination:** A family may be asked to leave for inappropriate behavior by either the child or parent/guardian (including all parties authorized to drop off and pick up). Childcare services will also be terminated for excessive late pick-ups and/or delinquent accounts. No account will be delinquent more than 20 days.
12. **Delinquent accounts:** The center reserves the right to forward all delinquent accounts to a collection agency.

**RIGHTS OF LICENSING AGENCY:** Community Care Licensing reserves the right to review all information kept in the center's files and to observe the children at the facility at any time with or without notice.

I have read the foregoing and hereby agree to abide by the policies as set forth above and in the Parent Handbook.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (PRINT)

\_\_\_\_\_  
Parent's Signature