



Little Genius Academy Enrollment Agreement

Tuition- Tuition is billed monthly and is due by the 1st of each month. A late fee of \$25.00 will be charged if the tuition is not received by the 5th of the month. A late fee of \$45.00 will be due after the 10th of every month. However, special arrangements may be made with Little Genius Academy for regular payments on a bi-weekly schedule. All checks should be made payable to Little Genius Academy. There will be a \$45.00 service fee for all checks returned to us by the bank. Tuition is based on a four week month. Additional charges and/or deduction of charges will not be applied in the months where this is more or less than four weeks.

Registration Fee- of \$75.00 upon enrollment and annually for every child is charged in September. A \$50.00 annual registration fee for every child enrolled in the summer camp program.

Enrollment Fee- a nonrefundable deposit of two weeks tuition will be required upon registration. This deposit may be applied to the last two weeks of enrollment as long as Little Genius Academy is given a 30 day written notice of such date withdraw.

Learning Materials Fee- \$50.00 payable in September and January

Late Pick- Up Fee- will be applied as followed:

\$10.00 per 10-minute period or portion of your scheduled time.

Enrollment Days- At the time of enrollment, the child shall be scheduled for specific days and times. Additional days are offered based on enrollment and may not always be available.

Absences- Tuition must be paid in full without deduction for absences of any duration, vacation, or for any cause, and without substitution of other days of attendance as “make-up” days. This is due to staffing and operational costs that are incurred on the basis of fixed levels of enrollment.

Holiday Schedule- The school is closed on the following days:

Memorial Day	4th of July	Labor Day	Good Friday	(3) In-Service Days
Thanksgiving & the day after		December 24 early dismissal at 3:00		Closed December 25th - 27th
	December 31st and New Year's Day	Presidents Day	February 18th	

Withdrawal- The obligation of full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal. The parent or guardian agrees to furnish Little Genius Academy with a 30 (thirty) days written notice of such date of withdrawal, and failure to do so will result in forfeiture of the security deposit and tuition for the month of withdrawal. If the appropriate 30 (thirty) day written notice is given, your last month of tuition may be prorated.

Non-Hiring Agreement- You agree that you will not hire any person who is or was an employee of Little Genius Academy at any time during the six (6) months prior to such hiring to perform childcare and/or teaching services, including, without limitation for purposes of being a nanny; provided, however that the hiring of such employee for babysitting during non-operating hours of Little Genius Academy is prohibited. You understand and agree that in the event that you violate this provision, you will pay Little Genius Academy an amount equal to the sum that you paid directly to such prior employee for such services. You further understand and agree that this restriction is reasonable and that Little Genius Academy will suffer damages as a result of your violation of this restriction that will be difficult to calculate, but that the above referenced amount is a reasonable estimate of such damages. You also acknowledge that this monetary remedy is in addition to, and not in lieu of, all other legal rights and remedies that Little Genius Academy may have as a result of such violation, including without limitation, the right of Little Genius Academy to seek temporary and/or permanent injunctive relief prohibiting your further violation of this restriction.

Childs Name: _____ Program Enrolled: _____

Registration Fee: _____ Date of Birth: _____ Program Tuition: _____
Desired Start Date: _____ Enrollment Fee: _____ Before Care/After Care: _____
Parent/Guardian Names(s): _____
Parent/Guardian Address: _____
Parent Guardian Home Phone: _____ Work: _____ Cell: _____
Parent/Guardian Signature: _____ Date: _____
Accepted: Executive Director (or designee): _____ Date: _____

Child Care Emergency Contact Information

Child's Name: _____ Birth Date: _____
Parent/ Guardian Name _____
Home Number: _____ Work: _____ Cell: _____
Email: _____
Parent/Guardian #2: _____
Home Number: _____ Work: _____ Cell: _____
Email: _____

Emergency Contacts to whom child may be released to if parent/guardian is unavailable:

Name & Relationship #1: _____
Home Number: _____ Work: _____ Cell: _____
Name & Relationship #2: _____
Home Number: _____ Work: _____ Cell: _____
Child's Health Care Provider
Name: _____ Phone #: _____
Address: _____
Child's Health Insurance
Name of Insurance Plan: _____ ID#: _____
Subscriber's name on insurance card: _____
List special conditions, disabilities, allergies, or medical information
for emergency situations: _____

List preference for transport arrangement in an emergency situation:
(Parents/guardians are responsible for all emergency transportation charges.)
Hospital preference 1st choice: _____ 2nd choice: _____

Parent/Guardian Consent & Agreement for Emergencies

As parent/guardian, I give consent to have my child, _____,
receive first aid by the child care staff, and, if necessary, be transported to receive
emergency care. I also authorize the Director or Designee to contact my child's
health care provider to alert him/her of my child's situation. I understand that I
will be responsible for all charges not covered by insurance. I give consent for the
emergency contact person listed above to act on my behalf until I am available. I
agree to review and update this information whenever a change occurs and at
least every 6 months. In the event of accidental poisoning, I agree that my child
may receive Syrup of Ipecac if, and as, directed by the Poison Control Center.

Parent/Guardian Signature #1: _____ Date: _____

Parent/Guardian Signature #2: _____ Date: _____

Dear Parent:

In keeping with the New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement. The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS). Please read this statement carefully and, if you have any questions, call 732-516-1444. Sincerely,

Director

Please complete and return this portion to the center. Please print.

Name of Child: _____

Name of Parent(s): _____

I have read and received a copy of the Information to Parents statement prepared by the Bureau of Licensing in the Division of Youth and Family Services.

Signature: _____ Date: _____

38 Vineyard Rd, Edison, NJ 08817 Phone: (732) 248-6106 Fax: (732) 248-6109
angelachildren6@gmail.com

Manual of Requirements

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, PO Box 18500, Newark, New Jersey 07191.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing at (609) 292-1021 or (609) 292-9220. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the release of children to parents or people authorized by parent(s) to be responsible for the child. Please discuss with us your child's departure from the center. Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DYFS inspection/investigations. DYFS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.