

# **FLLC 2021-2022 Preschool Enrollment Contract**

This agreement and applicable fees are required to reserve each child's spot for the upcoming school year.

**This completed form is due to Ms. Charla by Friday, July 9 - fllc859@gmail.com.**

## **Communication**

Transparency, partnership, and open communication are important qualities of this program. We use the brightwheel app for communication; this works best so all teachers and directors associated with the program can view and respond to messages. Families will need to message on brightwheel when their child will be dropped off late, picked up early, or absent for the day.

**Prior to each child's start date, applicable fees, a current immunization certificate, completed enrollment forms, and a completed questionnaire are due to the director.**

<b>Preschool Tuition &amp; Fees</b>	
<b>M-F 8:30-3:30 (School Day)</b>	<b>\$195/child/week</b>
<b>M-F 7:00-3:30 (Early School Day)</b>	<b>\$200/child/week</b>
<b>M-F 7:00-6:00 (Extended Day)</b>	<b>\$205/child/week</b>
<b>Annual Enrollment Fee</b>	<b>\$170/child/year: Paid in full or two payments</b>
<b>Holding Fee for new families</b>	<b>4 weeks: paid in full or two payments; applies to first 4 weeks</b>
<b>Sibling Discount</b>	<b>10% off tuition</b>
<b>Church members; UK employees; Cassidy Teachers</b>	<b>\$50 off initial enrollment fee (one-time discount)</b>

**\*\*Payment plans, Child Care Assistance, and scholarships are available.**

**All families: Indicate your desired schedule with corresponding tuition rate for the 2021-2022 school year:**

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**All families: Indicate if you will be paying the enrollment fee in full, or making two payments (list dates):**

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**New families: Indicate if you will be paying the holding fee in full, or making two payments (list dates):**

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- **A brightwheel profile will be created by the director;** the app will be used for communication and billing. One or more payment methods can be added, with \$0.60 per transaction fee for ACH, and a 2.9% per transaction fee for credit or debit cards.
- **If full tuition is not received when due, a late fee of \$10 per week will be added until the tuition is paid in full.**
- **A late pick-up fee of \$1/child for each minute your child or children remain after closing,** is payable in cash to the teacher on site. This fee is subject to change.
- **FLLC will be closed on the following holidays, and payment in full is required:** Labor Day (Mon, Sep 6); Thanksgiving and the day after (Nov 25 & 26); Christmas Eve (Fri, Dec 24); Dec 27-31 (free week)

- **Families applying for quarterly scholarships are required to provide proof of application for childcare assistance through the state of Kentucky.** To complete the pre-screening tool for childcare assistance, go to [https://kynect.ky.gov/benefits/s/prescreening?retPage=Home&language=en\\_US](https://kynect.ky.gov/benefits/s/prescreening?retPage=Home&language=en_US)  
If assistance is denied, families may be eligible to apply for a scholarship. If assistance is provided, families may apply for scholarships to subsidize the tuition due beyond what is paid by the state. Applications are due quarterly, or when an urgent need for support presents itself.
- **Tuition will not be reduced for absences:** including illnesses, holidays, vacations in excess of free weeks, and teacher in-services days. Families are exempt from paying tuition the week between Christmas and New Year’s when the center is closed. Families are also able to take one **additional free week during each calendar year.** The director must be notified at least one week in advance.
- **Written notice of intent to withdraw a child from the program is required one month in advance of the child’s last day.** This provides FLLC with adequate time to fill the unexpected vacancy.

### Drop-off/Pick-up Procedures

- **Parents/guardians will use the Bates Creek entrance to the church and park anywhere in the lot.**
- For the safety of all children and staff, FLLC utilizes a central drop-off/pick-up system and limits the number of people in the building each day. Parents may be approved to enter the building on a case-by-case basis.
- **Drop-off** – Parents/guardians will arrive during the designated drop-off window of 7:00-9:00 am. Children will be escorted to the restroom to wash hands, and then taken to their classroom. If drop-off is to occur after 9 am, a message should be sent on brightwheel. Toys and personal items should not be brought into the center; we ask that these items be left at home for a smoother drop-off.
- **Pick-up** - Parents will arrive during the designated pick-up window of 3:30-6:00 pm. If pick-up is to occur prior to 3:30 pm, a message should be sent on brightwheel. Children will wash hands or use hand sanitizer (if outside), and then be escorted by staff to the main parking lot entrance.
- **Children will only be released to you or the persons you have listed as approved pick-ups on brightwheel. Children will not be released to anyone without prior written authorization, and an ID presented by the person.**

### Group Size

Group sizes and teacher-to-child ratios are based on licensing regulations and the square footage of each room.

Classroom	Teacher-to-child Ratio	Class Size
Hippos (16 mo-3 yrs)	Max of 1:6	Max of 12
Chameleons (2-4 year olds)	Max of 1:10	Max of 16 (20 outside)
Dinos (3-5 year olds)	Max of 1:12	Max of 16 (24 outside)
K-Prep (5-6 year olds)	Max of 1:15	Max of 23 (24 outside)

**This Enrollment Agreement is not intended to be all inclusive. Other terms and conditions of your child’s enrollment are contained in our Preschool Policy Manual. By signing this contract you acknowledge completion of the contract and have contacted the directors with any questions. An updated policy manual will be emailed by Monday, July 27.**

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Child’s Name: \_\_\_\_\_