

# Planet Kids Academy

317 Highway 21, Madisonville, Louisiana 70447  
985-845-0377

## ADMISSIONS AGREEMENT

### 1. Health Card and Emergency Authorization

Before admission to school, parents must provide a completed enrollment application, student application and up-to-date health (immunization) card signed by the child's physician. This health statement must be renewed annually and you must obtain a new health card when asked. By signing this statement, I am authorizing the Center Director or Staff member to obtain emergency medical treatment for my child/children. All necessary medical information must be completed and updated as information changes.

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Parent Initial

### 2. Registration/Supply Fee

I understand there is an annual registration/supply fee of **\$600.00** each year. I understand the registration year is a 12 month school year **from August through July each year**. I understand that all Registration/supply fee money is non-refundable. I further understand that registration will be held each January for the upcoming school year and that Planet Kids Academy cannot guarantee my child's placement in the program for the next year unless I submit a completed registration form, meet the terms of the registration fee and initial and sign a copy of this admissions agreement. I further understand that the balance of the registration/supply fee is due on or before the date(s) given on the Registration Form. I understand that if the terms of agreement set forth in the Registration packet are not met and completed, I forfeit my child's / children's enrollment spot(s). There will be a late fee of \$50.00 added for any payment accepted after the terms agreed to on the Registration form. In addition, I understand that any change that is requested on your child's registration form, once submitted, will be assessed a \$100.00 change fee.

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Parent Initial

### Payment of Tuition

Tuition is due monthly and payable on the first of each month. Monthly tuition may be paid by check, credit cards or Auto-Draft at the first of the month. Tuition paid by Auto-Draft: I understand that tuition is due and payable in advance. The payment of **monthly** tuition will be debited from my bank account using Auto-Draft on the 1<sup>st</sup> of each month. Tuition will be debited from my bank account on the next business day when the 1<sup>st</sup> falls on a Saturday or Sunday or when a tuition payment falls on a banking holiday. We accept Visa, Master-Card, and Discover as tuition payment. Please see the front office to get your charge or auto-draft account set up.

**NSF Fees:** I understand that a processing fee of **\$30.00** and a late payment fee of **\$30.00** will be billed to my account for non-sufficient funds. NSF drafts and fees must be paid by money order or in cash. If my account incurs an NSF fee **two** times, I will be required to pay all future tuition with a money order or in cash.

Any payment received after the 3<sup>rd</sup> of the month is subject to a **late payment fee of \$30.00**.

I understand that my child's tuition is due whether or not my child attends school due to illness, holidays, closings, severe weather, or other reasons.

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Parent Initial

### 3. Early Withdrawal Fee

The successful operation of Planet Kids Academy as a 12 month Early Childhood Education Center is facilitated by the continuity of its fiscal year. Parents acknowledge their commitment to attending the Academy for its 12 month school year when executing their child's Admission documents. When a parent chooses to "leave early" before the end of our 12 month school year, they acknowledge that they agree to pay the "early withdrawal fee" of a sum "equal to one month's tuition" based upon their child's enrollment. This fee is payable upon the child's last day of attendance with Planet Kids Academy. Parents acknowledge the right of Ownership to seek legal restitution if the Early Withdrawal Fee is not paid.

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Parent Initial

**4. Absences and Attendance**

We request that your child arrive to school by 8:45 a.m. It is preferred that children arrive no later than 9:00 Am., to avoid interrupting the start of classroom activities.

Planet Kids Academy is a pre-school designed for the academic, social and emotional development of early childhood-aged children. As such, our daily curriculum requires students to be in attendance. Therefore, any student arriving after 11:00 a.m. will not be admitted until the next day of school. Exceptions are emergencies and/or doctor appointments in which case we would request documentation/doctors note. Continuous “late arrival” for any other reason can lead to the dismissal of the student at the discretion of the Director in conjunction with the teacher’s recommendation.

\_\_\_\_\_  
Parent Initial

**5. Late Pick-Up**

**PKA closes at 5:30 p.m. Children must be picked up by 5:30 p.m. and I understand that if my child remains past the scheduled closing time, I will be charged, and I agree to pay an additional fee of \$2.00 per minute for every minute my child remains after closing (5:30 p.m.).**

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Parent Initial

**6. Closures**

I understand that the center is closed for the holidays listed in the Parent Policy Handbook and on the yearly School Calendar and that the center closes due to severe weather warnings. I agree that I am not entitled to any refund, credit, make-up day, or any other allowances for these closures.

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Parent Initial

**7. Withdrawal From Program**

I understand that I may withdraw my child from the program at any time by giving a **one-month written notice of withdrawal** to the Director. My child will remain an active student with tuition due until the one-month written notice has been fulfilled. In addition, I agree to pay the “Early Withdrawal Fee” that is a sum equal to one month of my child’s tuition for withdrawing from the program early. I understand that an additional Registration Fee will be due at a time of re-enrollment, should that occur.

\_\_\_\_\_  
Parent Initial

**8. Dismissal from the Program**

A Parent’s behavior is every bit as important as the child’s is, as a member of the school environment. If a child or Parent’s behavior is deemed inappropriate by a Staff member and/or by the Director, the child and the family can, and will, be immediately dismissed, at the sole discretion of the Director in consultation with the Owner. Inappropriate behavior is behavior that can be described as being disobedient, discourteous, disruptive, disrespectful, and/or harmful to himself or others in the eyes of the Director who is the sole authority within Planet Kids Academy during operating hours of 7:30 am – 5:30 pm Monday through Friday.

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Parent Initial

**9. Non-Compete/Conflict of Interests Clause**

If a Parent’s behavior has become a cause of concern due to communication or actions that in the sole interpretation of the Director supports her belief that a “conflict of interests” has occurred, that family and child (children) can be immediately dismissed from the program. Conflict of Interests can include such actions that appear as solicitation towards Academy Staff, members, or its client base. These solicitations can be, but are not limited to, business solicitations, as in the case of a parent opening their own business and soliciting the staff or clients of Planet Kids Academy, otherwise known as, a non-compete clause. A “conflict of interest” can also include any breach in confidentiality regarding the operation of the Academy or regarding another client-family. Again, dismissal is at the sole discretion of the Director in consultation with the Owner.

\_\_\_\_\_  
Parent Initial

**10. Release of Child**

I understand that my child will be released only to those persons whose names I have listed on the Emergency Information Record / Pick-Up Authorization form. I will advise the Director, in writing, if any person other than those listed is to pick up my child. PKA employees will require proof of identification from any person(s) arriving to pick up my child. A telephone authorization shall be confirmed with the custodial parent at a previously designated telephone number.

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Parent Initial

**11. Publicity Release**

PKA, its licensees and assignees may use photographs, reproductions, and/or sound recordings of my child. Such use may include advertising and publicity purposes.

\_\_\_\_\_  
Parent Initial

**12. Illness, Good Health, and Medication**

I understand that I will be notified should my child become ill during the day, and that it will be necessary to make arrangements to have my child picked up as soon as possible after notification. I understand that my child must be fever free or free of contagious illness for 24 hours prior to returning to school. If my child is exposed to or contracts a contagious illness, I agree to notify the Director. I understand that I will also be notified of communicable illnesses in accordance with Health Department regulations and policies of Planet Kids Academy. I also understand that Planet Kids Academy Staff and Administration is not certified to administer medication of any kind to my child and will not do so.

\_\_\_\_\_  
Parent Initial

**13. Snacks and Meals**

All snacks and meals will be provided by the center. The only exception to this will be birthdays, holiday parties, and special events that have received the approval of the Director. **Any other situation must be directed by a doctor's note per state regulation on "Dietary Restriction".**

\_\_\_\_\_  
Parent Initial

**14. Web-Cam Policy**

I understand that Planet Kids Academy utilizes a Web-Cam system located in the Director's office, for internal Security surveillance and classroom monitoring. Parents who would like an update of their child's well-being are welcomed to call the Academy at 985-845-0377 to inquire. All calls will be promptly and courteously attended.

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Parent Initial

**15. School Dress**

I understand that my child is to wear comfortable play clothes to school. The clothes will be easy for my child to manage during "potty" times. **All children are REQUIRED to wear Tennis Shoes with ties or Velcro to school each day. (Sandals, boots, flip flops, or any dress style shoe will not be ACCEPTED).** Tennis Shoes prevent foot related injuries from occurring on the playground. I understand that the children at Planet Kids Academy will engage in child-appropriate activities that may cause them to get "dirty". I will agree to send my child in clothing and shoes that agree with this purpose.

\_\_\_\_\_  
Parent Initial

**16. Parent Policy Handbook**

I will receive a copy (on the first day of school) of the Parent Policy Packet as part of my child's "Orientation Folder" that will go home on the first day of school. I have read/or will read the Packet to understand all of the policies and procedures set forth in the Parent Policy Packet of Planet Kids Academy.

\_\_\_\_\_  
Parent Initial

I have read, I understand, and I will comply with the policies included in Planet Kids Academy's Admissions Agreement. I acknowledge that I can have a copy of this Admissions Agreement by asking for one.

\_\_\_\_\_  
Parent Initial

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Parent, Guardian, or person responsible for payment of tuition if other than parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director or designated representative

\_\_\_\_\_  
Date