

**HAPPY HEARTS CHILDREN'S CENTER.
REGISTRATION AND TUITION AGREEMENT**

REGISTRATION FEE

An initial registration fee of \$60.00 must be paid upon your child's enrollment with Happy Hearts. This registration fee is non-refundable. An additional registration fee will incur if you wish to re-enroll in Happy Hearts after one of the following occurs:

1. You withdraw your child from Happy Hearts for a continuous period of 30 days or more; or
2. Your child is withdrawn due to a delinquency in tuition payments or behavioral problems.

PAYMENT OF TUITION

Weekly tuition is due and payable on the first (1st) day of each week. The rates of tuition are incorporated on the attached Schedule. If your account becomes overdue, a \$5.00 late charge will be assessed per day. This late charge will apply from the first day following the tuition due date through the day you pay your tuition or your child withdraws from the school, whichever occurs first.

Tuition rates are subject to change as conditions may require. However, you will receive no less than two (2) weeks' notice prior to any change in your child's tuition.

Please understand that you are responsible for the full tuition payment and agree to pay it regardless of your child's attendance or absence at Happy Hearts. There will be no credit given for missed days.

CHARGES FOR LATE PICKUP

If your child remains at Happy Hearts past the scheduled closing time of 6:00 PM, you will be charged fifteen (\$15.00) per quarter hour (1/4) or any part thereof. This charge may be payable at the time of pickup or on your next tuition invoice.

MEALS POLICY

Happy Hearts serves breakfast, lunch, and snacks daily at the Center. Monthly menus will be provided at the beginning of each month. For infants, the parent(s) must supply infant formula and appropriate food. If a child is on a special diet due to a food allergy or health condition, please notify us immediately.

CHILD PICKUP

If your child is to be picked up by anyone other than the parent(s) listed above, please inform the School Director in writing. A valid photo identification will need to be shown when the person picks up your child.

MEDICATION POLICY

If your child has been prescribed any sort of medication, a separate medication authorization form must be completed. The prescription medications must be brought in its original container and must be taken home each day. All medications must be given to the School Director at the start of the school day.

HEALTH POLICY

You must notify Happy Hearts within twenty-four (24) hours if your child or any member of your immediate household has developed any reportable communicable disease, including but not limited to fever, cough, cold, irritable eyes, vomiting, undiagnosed rash, or diarrhea. You must notify us immediately if your child or a member of your immediate household has developed a life-threatening disease. A list of such diseases can be found here: <http://tinyurl.com/nvxv5mp>. You also acknowledge that a copy of this list has been provided to you.

If your child should become ill while at the Center, Happy Hearts will contact you to pick him/her up from the Center as soon as possible. In case of an accident or acute illness, if you are not immediately available, you hereby authorize Happy Hearts to call an ambulance and to arrange care, including

necessary emergency medical personnel and surgical care if deemed necessary. You will be responsible for all expenses of this service.

RETURN CHECK POLICY

If your check is returned unpaid by your financial institution, you must pay a thirty-dollar (\$30.00) processing fee to Happy Hearts. Happy Hearts retains the right to require that all future tuition fees and other payments be made directly in cash or cashier’s check until they decide otherwise.

COLLECTIONS

If it becomes necessary to turn your account over to a collection agency or attorney, you will pay the Center’s reasonable attorney fees, legal expenses, and costs associated with the collections of your account.

WITHDRAWAL OF CHILD BECAUSE OF BEHAVIOR

Happy Hearts will make every effort to notify you of your child’s behavioral problems so that they may be appropriately addressed. However, Happy Hearts retains the right to dismiss your child from the Center because of behavior problems that are disruptive or may bring harm to him/her and/or to others. Happy Hearts shall have no obligation to either re-enroll your child or refund any tuition payments due to his/her dismissal.

CLOSINGS

Happy Hearts is closed for the following holidays:

<ul style="list-style-type: none"> • <i>New Year’s Day</i> • <i>Memorial Day</i> • <i>Juneteenth Day</i> 	<ul style="list-style-type: none"> • <i>Independence Day</i> • <i>Labor Day</i> • <i>Thanksgiving Day</i> 	<ul style="list-style-type: none"> • <i>Friday after Thanksgiving</i> • <i>Christmas Day</i>
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If a holiday falls on a weekend, it may be observed on either the preceding Friday or the following Monday. We close at 3 p.m. on Wednesday before Thanksgiving Day and also on the Christmas Eve.

For weather-related closings, please call the Center or check our website to verify that the Center is open. If roads are expected to become hazardous due to inclement weather, the Center may close early. We will contact you by phone should an early closing be anticipated. We will also post the information on our website.

TWO WEEKS NOTICE

You must give two weeks written notice to the School Director prior to withdrawing your child from Happy Hearts. You must also pay two (2) weeks tuition from the date the notice is received, regardless of whether your child continues to attend Happy Hearts.

ABSENCES/VACATION POLICY

You acknowledge that if your child is on vacation or is absent for any reason whatsoever, you agree to pay full tuition for the period of absence. The exception is one two-week vacation per year, that will be charged at half the regular tuition rate.

THE UNDERSIGNED AGREE TO THE FOREGOING TERMS AND CONDITIONS.

Mother

Father

School Director