

**Little Apples Day Care & Learning Center  
Agreement for Child Care Enrollment**



Little Apples  
Day Care & Learning Center

*The following agreement is made between:*

Little Apples Day Care & Learning Center  
1160 Hooksett Road  
Hooksett, NH 03106  
603-625-2273

AND

Parent/Guardian: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_  
Email address: \_\_\_\_\_

**For the provision of child care for:**

1. \_\_\_\_\_  
2. \_\_\_\_\_

Date of birth \_\_\_\_\_  
Date of birth \_\_\_\_\_

**Terms of Child Care Agreement**

Child care will be provided for the above-named children beginning on: \_\_\_\_\_.

Child care will be between the hours of \_\_\_\_ AM and \_\_\_\_ PM. Please provide a 9.5-hour window for care.

I agree to abide by the times I provide unless I give a two-week written notice to the Director.

Age group child is enrolling into: \_\_\_\_\_. The tuition rate for child care will be \$\_\_\_\_\_ weekly.

**Enrollment**

- \* To secure enrollment at Little Apples, the first week of tuition is due in full. Registration fees are non-refundable. A Registration Form is required for all new enrollments.
- \* The parent agrees to give a 2-week written notice to remove the child from enrollment at Little Apples.

**Tuition Policies**

- \* The parent/guardian agrees to pay tuition every Friday by noon for the upcoming week. If tuition is not paid, a \$10.00 late fee will be assessed. An additional late fee will be assessed for additional missed days.
- \* Tuition payments can be made by cash or credit/debit card. All payments will incur a 2.5% checkout fee, but there is a 2.5% cash discount for customers paying their tuition with cash.
- \* Parents who receive state assistance are responsible for the first week's tuition in full prior to enrollment as well as all tuition payments in full until the state "links" your child. Any overpayment will be credited to your child's account for future copayments.
- \* Tuition is payable whether your child does or does not attend Little Apples. This includes holidays, vacations, snow days, illness/pandemic related closures, and/or sick days.
- \* The Parent Agreement will be revised when tuition change occurs. The center's management agrees to give no less than a 30-day written notice of any tuition changes.

**Attendance Policies**

- \* The center opens at 7:30 AM Monday through Friday year-round.
- \* Parents must walk their child into the building and check in with the teacher. All children shall be in the program no later than 9:00 AM. Please call by 9:00 AM if your child will not be attending or will be in late due to an appointment. All drop-offs must be made prior to 11:00 AM. Drop-offs will not be allowed after 11:00 AM without prior approval from the Director.
- \* The center closes promptly at 5:00 PM. All parents must be here by 5:00 PM to allow time to pick up your child and exit the building by 5:30 PM. If your child is here past 5:00 PM a late fee of \$3.00 per minute will be assessed and payable immediately in cash to the staff member who stayed with your child.

- \* Little Apples utilizes *Procare* to track attendance digitally. Upon enrollment, all children will have an account and all authorized pickups will have a code. Children must be signed in and out via the tablet at the main desk each day/each time they enter and leave the building.

**Supplies to be Provided by the Parent/Guardian**

- \* Parents agree to have their child dressed and ready to play upon arrival. Please provide extra clothes, weather appropriate attire, a crib sheet and blanket for rest, an ample supply of diapers, four healthy snacks per day as well as a lunch and 3-4 drinks.
- \* Please provide a bottle of sunscreen (no aerosols!) for your child to use at the center.
- \* During the winter months, the parent agrees to provide adequate snow clothes for their child (ie. boots, snow pants, jackets, hats, gloves.)

**Damages**

The parent/guardian and the provider will make every effort to teach the children how to use materials and equipment carefully and to avoid damage done to the property that belongs to others. However, in the case of serious damage the parent/guardian agrees to cover the cost of replacement and/or repair.

**Illness Policy**

To keep everyone safe and healthy, children cannot attend if they are sick. If the child becomes sick during the school day, the parent/guardian will be called and will need to pick up in a timely manner. Please read and understand the sick policies and consult the medication administration policy as outlined in the Parent Handbook.

**Permissions**

*(Please initial next to each statement to acknowledge approval.)*

I give permission for the staff to apply parent-supplied sunscreen to my child. \_\_\_\_\_

I give permission for the staff to apply parent-supplied diaper cream to my child. \_\_\_\_\_

I allow the staff to take pictures of my child for:

\*classroom projects \_\_\_\_\_

\*the private family Facebook group \_\_\_\_\_

**Acknowledgement**

I have carefully read this agreement and the center’s Parent Handbook and understand its contents.

I am aware that it is a binding contract between Little Apples Day Care & Learning Center, Inc. and myself.

I agree to follow all policies.

Prior to my child’s start date, I agree to submit a completed Parent Agreement, a completed Child Emergency Information Form, and my child’s most recent physical and immunization record and annually thereafter.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent of Little Apples

\_\_\_\_\_  
Date