

Baldwin Academy Agreement for Services 2008-2009

Parent _____
 Registration Fee _____
 Annual Materials Fee _____
 Initial Date of Service _____ Re-enrollment Date _____

Child's Name _____
 Date of Birth _____
 Program _____

Individual Monthly fee _____
 Family Fee _____

Monday Tuesday Wednesday Thursday Friday

Admission Policies and Procedures

- All enrollment forms are to be completed and submitted prior to the first day of attendance. Current immunization records are mandatory. Baldwin requires the completed Physicians Report by the first day of attendance. Services may be terminated without compliance.
- Baldwin Academy expects all children to arrive before the structured activities within their program begin (i.e. Circle Time). This is extremely important!
- BALDWIN ACADEMY DOES NOT BILL. The full monthly fee is due on the first of the month, regardless of the number of days in the month, personal vacations, absences or days we're closed. Baldwin does make allowances for split payments with strict stipulations. The first half of the tuition must be paid before the tenth of each month and the remaining balance paid by the fifteenth. A late fee of \$25.00 will automatically be assessed after the tenth of the month, if at least half of the tuition has not been paid. Children may be dis-enrolled after the twentieth of the month if tuition is not paid. There is a \$1.00 per day service charge as well as late fee of \$25.00 assessed to outstanding accounts. There are no refunds for monthly tuition or fees.
- Baldwin does not provide "make-up" days. There is no "swapping" or exchanging of scheduled days.**
- A one month notice in writing to terminate services with Baldwin Academy is required & appreciated. If services are terminated without proper notice a minimum of two- weeks Tuition will be charged to the final balance at \$75.00 dollars each day.
- The initial charge for a check returned to Baldwin due to insufficient funds will be \$30.00. There will be a \$50.00 charge for subsequent NSF Checks returned. After three returned checks, only cash or money orders will be accepted.
- All children must be picked up according to their scheduled times. This includes morning children. There is a late charge of \$5.00 for every five minutes or any part thereof. Baldwin Academy closes at 5:30. There is a grace period until 5:55 p.m. Please arrive for your child by 5:55 p.m. Late pick up is \$5.00 for every five minutes or any part thereof.
- ALL EMERGENCY INFORMATION MUST BE KEPT CURRENT. A \$25.00 fine will be imposed if Baldwin Academy is unable to reach a parent or person on the emergency form within one hour. A \$25.00 fine will also be imposed if the Contact Numbers are not current. When a parent or responsible person is contacted to remove the child from school The child must be picked up within one hour or a \$25.00 fine may be imposed.
- Baldwin has in place and will incorporate it's "Harm Free Environment" Policy with regards to unacceptable behavior. A child will be sent home if behavior consistently disrupts the teaching and classroom environment or if a child is verbally or physically acting out. Continual behavior problems may result in terminated services.
- The first month of attendance are reserved as a probationary period. If Baldwin does not continue service to your child all fees will be returned with the exception of \$75.00 and the tuition to cover the days attended.
- The Administration and Staff at Baldwin will try to work closely with a family to help them be successful: however **Baldwin reserves the right to remove a student from attendance and terminate services immediately.**
- Baldwin will be closed on the following days:**

May 28, 2007	November 22,23, 2007	May 26, 2008
July 4,5,6, 2007	December 24-January 1, 2008	July 3,4, 2008
August 29,30,31, 2007	February 18, 2008	August 27,28,29, 2008
September 3,4, 2007	April 11, 2008	September 1,2,2008

You will receive a 30 day notice of any changes in the above dates.

I have read and agree to the above policies and procedures and accept financial responsibility,

 Name

 Relationship