



FINANCIAL AGREEMENT FOR 2019-2020 SCHOOL YEAR
JUNE 1st, 2019 – MAY 31st, 2020
TIN 26-1562536

This contract is entered into as of this _____ day of _____, 2019/2020 in Walnut Creek, CA by and between Little Genius Academy, Inc (hereinafter referred to as an "Academy") and

(hereinafter referred to as "Parent/Guardian"). This Contract shall be deemed to have been entered into in the State of California and its validity, effect and operation shall be determined in accordance with the provisions of California law. This Contract shall not be modified except by written agreement between the parties. Each parent or guardian shall sign this Contract and will be jointly and severally responsible for the obligations contained herein.

This Agreement contains the terms agreed upon between Academy and Parent/Guardian for the care of:

Child's Name: _____

Date of Birth: _____ Start Date: _____

Your program, schedule and tuition will be:

Table with 5 columns: Program Type, Days a week, Tuition \$/week/month, Days, and an empty column. Rows include Infant, Preschool, Pre-K, Junior-K, Kindergarten, Full time, 7:00 AM - 12:30 PM, 1:30 PM - 06:30 PM, and School-Age Program.

Payment option: Monthly _____ Bi-Weekly _____

Registration Fee: \$ _____ Date Paid: _____ Received By: _____
The Registration Fee is due at the initial enrollment and is NON-REFUNDABLE.

Deposit: \$ _____ Date Paid: _____ Received By: _____
The deposit is due at the initial enrollment, is NON-REFUNDABLE and will be applied for the last two weeks of attendance.

Text Book, Workbook and Supply Fees: \$ _____ Date Paid: _____ Received By: _____
Covers text books, workbooks, consumables, art supplies, classroom supplies and other materials for the school year and is NON-REFUNDABLE.

Teacher Retention Fund: \$ _____ Date Paid: _____ Received By: _____
The teacher retention fee is due at the initial enrollment and is NON-REFUNDABLE.

Signature lines for Parent/Guardian or Authorized Representative and LGAI Administrator/Director, including Name and Date fields.

SPECIAL CONDITIONS

I grant permission for my child to use of all play equipment and participate in Academy activities and leave the Academy premises under staff supervision. **Parent/Guardian Initials** [REDACTED]

Academy reserves the right to terminate any child's care service with two weeks notice for any reason and without giving any notice when parent is behind in making payment. Parents/guardians must pay tuition during the termination period whether or not the child attends during that time. **Parent/Guardian Initials** [REDACTED]

I understand reasons for the Academy to cancel child care services may include, but not be limited to: the child has difficulty in adjusting to the Academy program, the child's behavior endangers other children, staff or self, parent/guardian refuses to seek assistance for chronically ill child, parent/guardian refuses to cooperate with or is not supportive of the Academy and its program, parent/guardian's failure to provide documents required by the State of California as outlined in the PARENT HANDBOOK, parent/guardian fails to disclose information vital to child's safety and/or well-being, parent/guardian fails to meet financial obligations to the Academy, parent/guardian's behavior threatens and/or endangers children and/or staff, and/or parent/guardian's behavior maligns Academy reputation. **Parent/Guardian Initials** [REDACTED]

My child is being accepted by Academy on a probationary basis for the first 60 days of attendance. During this time my child can be dismissed without prior notice and any unused prepaid fees will be refunded within 5 business days. **Parent/Guardian Initials** [REDACTED]

Tuition Schedule will be adjusted annually on June 1st by up to 7.5%. **Parent/Guardian Initials** [REDACTED]

Your child is accepted at the Academy as part of our program, when you have signed him or her in and a member of the staff has accepted him or her. You are obligated to advise the staff member receiving your child of any illness, injury or condition that may require attention. **Parent/Guardian Initials** [REDACTED]

REGISTRATION FEE: Annual registration covers attendance from June 1st, 2019 through May 31st, 2020. Non-refundable registration fees are paid at the enrollment and annually at re-enrollment. Unpaid fee will be collected from the credit card/deposit. **Parent/Guardian Initials** [REDACTED]

TUITION PAYMENTS: Tuition is payable in advance, without demand or billing. The due date is 25th of the current month for the next month and every other Friday for the bi-weekly payment mode. Checks and money orders should be made payable to Little Genius Academy, Inc. (LGAI). Please reference your child's name on the memo line of the check. Checks and money orders should be placed in the tuition drop box or delivered into the office. Never place cash in the drop box. **Parent/Guardian Initials** [REDACTED]

LATE PAYMENTS: If payment is not paid when it's due, I will incur a \$50 late fee and my child will not be permitted to attend Academy until my account is reconciled. Any child's account with a history of late payments may be asked by the administration to pay tuition and fees in full for the year. Unpaid tuition and fees will be collected from credit card on file and/or the deposit. **Parent/Guardian Initials** [REDACTED]

I understand that the valid credit card information and authorization is required at the time of enrollment. I authorize Academy to charge my credit card for the delinquent tuitions plus \$50 late fee one calendar day after my payment due date. **Parent/Guardian Initials** [REDACTED]

I acknowledge that there will not be a pro-rata of monthly tuition for any days missed because of non-payment. **Parent/Guardian Initials** [REDACTED]

DELINQUENT FEES AND PENALTIES: In the event of default on a payment the parent or guardian signing this contract agrees to pay all costs associated with collecting the fees, including court-filing fees, court costs; attorneys' fees, collection costs and the costs of the Academy's staff time to pursue the collection. Delinquent fees and penalties may be cause for termination of services. **Parent/Guardian Initials** [REDACTED]

LATE PICK-UPS: The late pick-up fee is \$3.50 per child per minute after closing. I agree to pay an after hour fee charged per child. Late pick-up fee is due next business day. Unpaid fee will be collected from the credit card and/or deposit along with \$50 late fee. **Parent/Guardian Initials**

ARRIVAL: All children must arrive by 9:30 am. Academy will not accept children into care after 9:30 am without advance approval from the Administrator. **Parent/Guardian Initials**

NAPTIME: Academy will not accept or release children during naptime from 11:30 AM to 3:00 PM without advance approval from the Administrator. **Parent/Guardian Initials**

NSF CHECKS: The fee for a returned check and/or declined credit card is \$50 **plus** any additional charges incurred by Academy. Parents who have two or more NSF checks or credit card declines will be required to pay by cash or money order. Unpaid fee will be collected from the deposit. **Parent/Guardian Initials**

VACATIONS & ABSENCES: Tuition is **not** adjusted for absences, vacations, holidays, illness, or the rare occasion when we must close early or for the entire day for inclement weather or natural disaster. I understand that no tuition refunds will be given for holidays, professional development days, family vacations, or absences due to illness. Attendance days may not be exchanged for other days. **Parent/Guardian Initials**

ADDITIONAL DAY CHARGES: I understand that my contract is for specific days and times. If I need care for an additional day, a daily rate (\$135 for Infant Center and \$95 for Preschool) will be charged. Unpaid fee will be collected from the credit card and/or deposit. **Parent/Guardian Initials**

SIGN IN AND SIGN OUT: The Department of Social Services requires parents to sign in and out each child using their full, legal signature, noting the time of arrival/departure neatly on each line. Failure to follow these Sign In/Sign Out requirements will result in \$100 additional fees or termination of services. Unpaid fee will be collected from the credit card and/or deposit. **Parent/Guardian Initials**

PICK UP: The California Department of Social Services requirement is that a child to be released **ONLY** to those authorized persons designated on the Emergency Information form. Identification will be required. It is the parent's responsibility to notify the Academy of any changes on the Emergency Information form before other parties may pick up your child. In the case of separated or divorced parents, we **MUST** have a court order on file to restrain a legal guardian from picking a child up. **Parent/Guardian Initials**

CONTRACT CHANGES: Academy reserves the right to modify any of the conditions of this contract upon 60 days written notice to the Parent(s) or Legal Guardian(s). All contract changes by the parents/guardians must be submitted in writing to the Site Director 30 days in advance for approval. **Parent/Guardian Initials**

EXTRA CHARGES: There may be extra costs/charges for special activities, damaged property, etc., during the contract period. **Parent/Guardian Initials**

EMERGENCY MEDICAL ASSISTANCE: The Parent(s) or Legal Guardian(s) signing this contract agrees to pay all the medical expenses in the event that an employee of the Academy deems it necessary and in the best interest of the child to call for emergency medical assistance. **Parent/Guardian Initials**

PHOTO, VIDEO, WEBSITE, & SOCIAL MEDIA PUBLICITY RELEASE: I give LGAI permission to take pictures, snapshots, slides, videos and film of my child's interactions during activity sessions and special programs for the purpose of publicity, promotion and/or training of staff. The Academy has my permission to use my or my child's photograph/video publically to promote the Academy. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use. I have read and understand the above: **Parent/Guardian Initials**

POTTY TRAINING POLICY: Academy **will not** begin the potty training process for any reason, other than your child is developmentally ready. The determination to of when your child will be able to remain in underwear throughout the day will be up to the discretion of the school. **Parent/Guardian Initials** [redacted]

WITHDRAWALS: 30 days written notice must be given to the Academy when your child is going to leave. If this notice is not given, your deposit will not be refunded nor will it be applied to tuition that is owed.

Parent/Guardian Initials [redacted]

I understand that if I withdraw my child and then would like to return, another registration fee will apply and my child will return on a space available basis, pending any waiting list and upon administrative approval.

Parent/Guardian Initials [redacted]

If the Academy receives the cancellation written notice less than 60 calendar days before the start date, the Academy will retain the deposit and all other fees. If the Academy receives the cancellation 60 calendar days or more before the start date, the Academy will retain the Registration fee only. Refunds cannot be made for non-attendance, absence due to illness or any other cause.

Parent/Guardian Initials [redacted]

AFTER SCHOOL PROGRAM: Basic Services: Academy provides after school child care for children four years nine months through twelve years of age. Children are offered a nutritious snack, a balance of indoor and outdoor activities, and quiet time to do their homework.

Parent/Guardian Initials [redacted]

SERVICE HOURS: I agree to donate 10 service hours by Academy request for the contracted year. I may waive this requirement by \$150. Should these hours not be completed there will be a \$15 per hour fee on the incomplete hours. Unpaid fee will be collected from the deposit.

Parent/Guardian Initials [redacted]

INSPECTION AUTHORITY OF THE DEPARTMENT OF SOCIAL SERVICES: The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535. The Department has the authority to interview children or staff without prior consent. The licensee shall ensure that provisions are made for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

Parent/Guardian Initials [redacted]

If you would like to receive LGAI parents' communication via E-Mail please indicate your E-Mail address:

I/WE THE PARENTS/GUARDIANS OF THE CHILD LISTED ABOVE HAVE CAREFULLY READ AND FULLY UNDERSTAND TERMS AND CONDITIONS OF THIS CONTRACT. I/WE FURTHER AGREE TO PAY AND MEET ALL FINANCIAL OBLIGATIONS, WITH RESPECT TO THE DATE DUE, AS STATED WITHIN THIS AGREEMENT. I/WE NOW AGREE TO ENTER INTO THIS AGREEMENT WITH ACADEMY.

[redacted]
Signature of Parent/Guardian or Authorized Representative

[redacted]
Name of Parent/Guardian or Authorized Representative

[redacted]
Date

[redacted]
Signature of Parent/Guardian or Authorized Representative

[redacted]
Name of Parent/Guardian or Authorized Representative

[redacted]
Date

[redacted]
Signature of LGAI Administrator/Director

[redacted]
Name of LGAI Administrator/Director

[redacted]
Date