



Handbook and Operational Policies Acknowledgment

Child's Name _____

I have received a copy of LOLKDO/RRKDO Parent Handbook and Operational Policies. I understand and agree to the following terms and conditions. Please initial each item:

_____ I understand I will pay a nonrefundable registration fee once per year due at registration to secure my child's admission in a class. (If you withdraw from the program and then wish to return later in the year an additional registration fee will be due.)

_____ I understand that the registration fee is due at the time my child's enrollment is confirmed and submitted.

_____ I understand that a nonrefundable tuition installment payment is due at the time my child's enrollment is confirmed. The remaining tuition installment payments are due on the first of every month from September through April.

_____ I understand that tuition is calculated on a yearly basis and is not flexible with long or short months. Refunds are not available for the time a child is absent or if the school is closed due to holidays, inclement weather, or emergency situations.

_____ I understand that withdrawal from the program requires 30-day written notice and that a final month's tuition will be due. A withdrawal form can be obtained from the Director via email or on our school website.

_____ I understand that if the installment payment is not received by the 10th of each month, a late fee of \$25.00 will be charged. If the 10th falls on a weekend or extended holiday tuition is due the last school day of the week prior to the 10th.

_____ I understand that a \$25.00 fee will be assessed if a check is returned by the bank due to insufficient funds.

_____ I understand that a fee of \$1.00 for each minute or any part thereof will be charged if my child is picked up after 1:30.

_____ I understand that BEE, LLC. is not responsible for the nutritional value of lunches brought from home or for meeting the child's daily food needs.

_____ I understand the policy regarding sick children and will adhere to the guidelines to protect the health of my child and the children at school.

_____ I have read and understand the discipline and guidance policy that is included in the handbook.

Signature _____ Date _____