



Fort Hays State University
Tiger Tots Preschool Center



PARENT/PROVIDER CONTRACT PAYMENT POLICY AGREEMENT

- I have read and understood the contents of the Tiger Tots Handbook.
- I have read and signed the Tiger Tots Payment Agreement and agree to all of its terms.
- I understand that the annual registration fee of \$35.00 is to be paid at the time of enrollment by a check or cash. This fee is nonrefundable.
- I understand that Fall 2024-Spring 2025 rates are: FHSU/NCKTC Student Fee: \$29/day; FHSU Faculty/Staff Fee: \$34/day.
- There are two payment options available at the Center. The Director of Tiger Tots will determine the number of days that classes are in session per semester. The days will then be divided into four (4) equal payments due at the first of each month. Parents are billed according to the number of days their children are scheduled to attend Tiger Tots. Parents who wish to pay for the entire semester will receive a 5% discount if paid on or before September 15th.
- Parents will be billed for all days that their children are scheduled to attend. Sick day and vacation days will not be refunded or deducted from the bill.
- I understand the hours/days of operation on Monday - Friday, 7:30 AM - 5:00 PM, and that FHSU Tiger Tots follows the Fall and Spring Semester Student Calendar for days of operation. I understand that if my child is absent, I will be responsible for the daily fee to reserve my child's place at the Center.
- If my child remains at Tiger Tots past the scheduled closing, I understand that a late fee will be charged and is due when I pick my child up. The cost is \$1.00 for each minute past the closing time of 5:00 PM.
- I understand that I must give the Center two weeks' notice before withdrawing my child during the semester and will be charged for two calendar weeks of regular enrollment.
- I agree to sign my child in and out of the Center on a daily basis.
- I understand that my child may not be released to anyone other than the parent, guardian, or authorized agent that I have previously determined.

- I understand that I must notify the Center by 8:30 AM if my child will not attend the Center for the day, and specify the reason if the absence involves illness.
- I will not bring my child when they are ill, and I understand that the Center reserves the right to send my child home if symptoms of an illness are present (see handbook for details).
- I understand that the staff will administer medication to my child only if the medicine is in the original container, and I have completed the necessary paperwork.
- I acknowledge and have read the **Behavior Guidance Policy** provided by FHSU Tiger Tots.
- I acknowledge that the Center has offered me a copy of this document and retained the printed document for the Center's records.

Discharge/Termination Policy

FHSU Tiger Tots Center reserves the right to cancel the enrollment of a child for the following reasons:

- Nonpayment or excessive late payment of fees
- Not observing the rules of the Center as outlined in the parent agreement
- A child with special needs which we cannot adequately meet with our current staff
- Physical or verbal abuse of staff or children by parent or child
- Failure to provide a physical form before or within two weeks of the first date of your child's attendance at the Center

I have read and thoroughly understand all terms.

Date _____ Parent's or Guardian's Signature _____

Date _____ Tiger Tot Director's Signature _____