



# **THE BREAKIE BUNCH**

## **LEARNING CENTER**

*Registration Materials*

## Enrollment Agreement

1. The program's hours of operation are 6:30 a.m. to 6:00 p.m.
2. I understand that weekly tuition includes breakfast, a.m. snack, lunch, and p.m. snack. (depending on child's schedule)
3. There is a \$50 annual and non-refundable registration fee for the first child, \$75 for 2 or more children.
4. Tuition is due on **Friday** before the week of care to be provided. Tuition can be paid in one of four ways:
  - a. Electronic draft from checking account is the preferred method, known as Tuition Express.
  - b. I may also pay by debit/credit card through Tuition Express.
  - c. I may also set up an account on Tuition Express to pay online.
  - d. I may pay with cash or check.
5. A late fee of \$20 will be charged to my account if tuition is not paid by Monday at 6:00 p.m.
6. A \$25 returned check fee will be charged to my account for all NSF charges. I may be required to pay by money order, thereafter. This includes Tuition Express.
7. There will be a late pick up fee of \$5.00 per 5-minute increments (per family) when my child is in attendance after the program ends at 6:00pm
8. Once my account is more than two weeks in arrears, my child may not return until my account is up to date, including the current week.
9. It is required that I fill out a schedule regarding my child's days and hours of attendance. A mandatory two weeks' notice is required to make changes to any schedule. All schedule changes are subject to approval by the director. IF my child needs to attend on a day that he/she is not normally scheduled, the family must contact the director to request availability for the additional day. The family is more than welcome to add an additional day when there is availability in the classroom. My account will be charged for the additional day.
10. **There will be no discounts for absences, holidays, or school closures of any kind.** If my child's school day falls on one of the holidays, we may change days that our child comes to school for that week **IF** there is availability.
11. To withdraw from the program, a written two-week notice is required.
12. I understand that The Breakie Bunch has a non-compete clause for employees and parents. Parents may not employ The Breakie Bunch employees during any hours that conflict with The Breakie Bunch hours of operation.
13. I have received a copy of the parent handbook and will follow the policies.

Child's name \_\_\_\_\_ Start date \_\_\_\_\_

Days of attendance: \_\_\_\_\_

I understand that the weekly tuition will be \$ \_\_\_\_\_.

**I hereby understand and agree to abide by this enrollment agreement:**

Parent name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Acknowledgement of Notification of Parents and Children's Rights

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the childcare center without advance notice whenever children are in care.
2. Review, at the childcare center, the Licensing notebook with reports of licensing visits and substantiated complaints against the licensee.
3. Complain to the licensing office and inspect the childcare center without discrimination or retaliation against you or your child.
4. Request in writing that a parent not be allowed to visit your child or take your child from the childcare center, provided you have shown a certified copy of a court order.

Each child receiving services from a Child Care Center shall have rights, which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. Not to be locked in any room, building, or facility premises by day or night.
5. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

### Caregiver Background Check Process

All childcare staff members go through an interview process and references are checked prior to making an offer. They are required to complete a comprehensive background check and TB test before being officially hired. Once they have passed those they are provided with an orientation about the center's policies and procedures, training on safe sleep, sudden infant death syndrome, control of infectious disease, how to prevent shaken baby syndrome, abusive head trauma, child maltreatment and how to report child abuse and neglect. They are then considered a teacher in training for their first 90 days while they complete training in various areas.

### Parent/Authorized Representative Signature Required

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "Acknowledgement of Notification of Parents and Children's Rights" and the "CAREGIVER BACKGROUND CHECK PROCESS" form from The Breakie Bunch.

Signature \_\_\_\_\_  
(Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

## Release and Waiver of Liability and Indemnity Agreement

Parent/guardian name \_\_\_\_\_

Child Member/Participant Name \_\_\_\_\_

In consideration of attendance and participation at the The Breakie Bunch, the undersigned agrees to the following:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE The Breakie Bunch, its directors, officers, employees, and agents (hereinafter referred to as "releases") from all liability to the undersigned, his/her personal representatives, assigns, heirs, and next of kin for any loss or damage on account of injury to the person or property except as caused by the negligence of the releases.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releases from any loss, liability, damage or cost they may incur due to the undersigned's participation in The Breakie Bunch's use of facilities except as caused by The Breakie Bunch's negligence.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

## Photo and Video/Audio Recording Release

Child(ren)'s Name(s) \_\_\_\_\_

From time to time The Breakie Bunch takes pictures and/or videos of members/participants while in the normal operation of our programs or special events. Most photos/videos are used exclusively within the specific program as postings on bulletin boards or in newsletters.

Occasionally, The Breakie Bunch uses photos, video, and/or audio recordings to share with the community the variety of experiences and opportunities available at The Breakie Bunch.

In the event that The Breakie Bunch uses any photos/video/audio footage for external publication purposes, the following release is required.

For my participation (or my child's) in activities to be conducted by The Breakie Bunch, I, \_\_\_\_\_ (print legal name), hereby give my permission and consent to The Breakie Bunch to print, reproduce, edit, broadcast video film, footage, sound track recordings of me (or my child) for publication, display, sale or exhibition thereof in promotions, advertising and legitimate business uses without any compensation and/or claim by me.

I agree that the photograph/video/audio becomes the exclusive property of The Breakie Bunch and I waive all rights hereto.

I represent that I am over the age of eighteen (18) years and I have read the foregoing and fully understand its contents. No modifications of this agreement shall be of any effect unless it is made in writing and signed by all parties in the agreement.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE (Parent/Legal guardian)

## Parent Information Sheet

Parent/ Guardian Name and Relation \_\_\_\_\_

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

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

Parent/ Guardian Social Security Number \_\_\_\_\_

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## PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116  
**Michigan Department of Human Services**

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by The Breakie Bunch.

Child(ren)'s Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_