

Lakeland's Little Learners-Williams Bay Wrap Around
School-Age Contract
2022-2023 School Year

Agreement of Contacted Hours & Agreement to Pay Fees

Child's Name: _____

Grade: _____ **DOB:** _____

I am enrolling my child at Lakeland's Little Learners, Williams Bay Wrap Around Program for the 2021-2022 school year beginning September 01, 2022 through June 01, 2023.

In enrolling, I signify that I have read and agree to the Operating Policies and Fee Schedule, and all fees associated with that schedule including, but not limited to: Registration, Tuition, Time Outside of Scheduled Hours, Late Payment, Lunch (on full days at main center only), Drop-In/Added Hours, Scheduling Adjustment, Missing Forms, Failure to Sign-In or Out on the Time Clock or with the Wrap-Around Teacher, Contract Renegotiation, Holding Spot, ISF, and a Two Week's Notice Before Termination of Fees.

I understand that my weekly schedule remains as contracted below and I understand that I am charged by the schedule I have contracted regardless of attendance or closings beyond our control. I may not subtract any hours from those contracted for, but with proper notice, and approval, I may add hours for service if the hours are available. Additional Fees will then be added per the Fee Schedule for this added service. When my schedule changes from the hours listed below, for any reason, I must hand in a written schedule request by 8:30 am at wrap-around or by 10:00 am at the main center on or before the "Schedule Friday" appropriate for the tuition period involving the request.

I understand this is necessary to give Lakeland's Little Learners time to approve additional hours requested, time to notify teachers of absences for safety purposes, and time to process any credits or charges to tuition that may be due.

I understand that I am entitled to one week's worth of days in tuition credit (voucher) for days not attending throughout the school year, otherwise I am obligated to pay for my contracted days and hours regardless of attendance or closings due to weather. Credit can only be applied to bills that are currently paid in full. Credit cannot be used towards tuition fees for a two-week notice of termination period.

I understand I will not be charged or scheduled for days/hours that the Williams Bay School Calendar has their schools scheduled to be closed unless I submit a schedule request in writing following the procedure to request additional hours at Lakeland's Little Learners' main center and the request is approved. When the Williams Bay Schools are closed, there are no hours available at our Wrap-Around programs. There are however, hours available at our main center and you may enroll there if room allows. Students may enroll at both programs. The Registration Fee for the main center will be cut in half if you are enrolled at both facilities.

This contract is for the duration of the school year as dated above. Separate contracts will be issued for summer services.

I would like to enroll at LLL main center in order to choose care for days off school as approved. On full days at the main center, I will call the center or email to request care and give the hours at that time.

I am contracting for the following schedule of hours at the Wrap-Around:

(am) Mon _____ Tue _____ Wed _____ Thu _____ Fri _____

(pm) Mon _____ Tue _____ Wed _____ Thu _____ Fri _____

Parent/Guardian Signature _____ Date _____ / _____ / _____

Vouchers will be entered on your ledger and the number remaining for the year will be printed on your invoices in the upper right hand corner. Due to the space limitations on the invoices and in the database, the child's first name is abbreviated to the first 4 letters of their name and the word voucher is abbreviated to V. This is also the ONLY contract you will receive during this school year at Lakeland's Little Learners unless you want to renegotiate your hours/days. Vouchers will be recalculated with each new contract/schedule change. Invoices will be sent by e-mail – up to 2 e-mail addresses may receive invoices. If you have not already given us your e-mail and you would like to receive your bills in this way, please enter it below.

Parent/Guardian Name: _____ Parent Guardian Name: _____

Email 1: _____ Email 2: _____