



## Active Learning Center School-age Enrollment Agreement

Child's Name		Nickname	Start Date
Home Address		City	Zip Code
Phone #	Email Address		Date of Birth
Mother's Name		Mother's Cell #	Mother's Work #
Father's Name		Father's Cell #	Father's Work #
School Attending		Grade Level	Child's Age

**Lobo Gymnastics Active hours of operation are Monday through Friday, 6:00 a.m.-6:30 p.m.**

### HOLIDAYS CLOSED

LABOR DAY      THANKSGIVING DAY      CHRISTMAS EVE      CHRISTMAS DAY  
NEW YEARS EVE      NEW YEARS DAY      MEMORIAL DAY      FOURTH OF JULY  
Any additional closings or changes will be posted 48 hours in advance except in the case of an emergency.

Initial \_\_\_\_\_

### Enrollment/Withdrawal Procedures:

Lobo is open to all children regardless of race, nationality, or creed. **Programs at Lobo are ongoing year-round, and each child is enrolled continuously until a one month prior written withdrawal notice is given.** Written notice must be received via email to: lobogymnastics@gmail.com.

Initial \_\_\_\_\_

### Tuition and Payments:

Maintenance/Enhancement Fee - \$\_\_\_\_\_ Before/After-school Weekly Tuition - \$\_\_\_\_\_  
Full-Time Care: Summer, Spring Break - \$\_\_\_\_\_ Thanksgiving/Christmas/New Year's - \$\_\_\_\_\_

**Auto Draft (ACH-checking/savings acct.) is our preferred method of payment.**

Auto draft payments will be drafted on Friday of each week for the following week.

### **Non ACH/EFT payments:**

*Tuition increases \$10/per week/child for all forms of payment other than Auto Draft (ACH/EFT).* Additionally, a debit/credit card must be on file and will be processed for payment if payment is not made by **Thursday** of each week for the following week. Child **will not** be received for childcare/camp or transported to/picked up from school on **Monday** if payment has not been received.

Payment returned for any reason, including credit card declines and insufficient funds is subject to \$30 return fee in addition to a \$10 late payment fee.

Tuition is not based upon child's attendance and full tuition must be paid regardless of his/her absence, vacation, holidays, inclement weather, etc.

**Early Release Fee:** \$15 per child and \$12 for each additional child per family  
**In-service Days:** \$35 per child and \$30 for each additional child per family.

Initial \_\_\_\_\_

### **Vacation Credit:**

Lobo Gymnastics Active offers two weeks of vacation credit annually. To use your vacation credit, you must notify the office in writing at lobogymnastics@gmail.com two weeks in advance. You will pay  $\frac{1}{2}$  the weekly tuition for those weeks, due and payable **prior** to the weeks of vacation., **Vacation credit is off full-time care tuition when using for Summer weeks.** If vacation time is used at other times, such as Holiday and Spring break weeks, it will be half off the before/after school tuition. Late payment fees will be assessed for payments made after returning from vacation. Vacation credits are non-transferable. For any additional weeks missed, full weekly tuition is assessed. Late payment fees will apply. **Vacation credits may not be used toward your one month withdrawal notice.**

Initial \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lobo Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Policies Reminders:

- Childcare Program: Comfortable non-restrictive clothing is always best for young children. Please have children wear tennis shoes and socks daily.
- After-school & School-age Program: Due to the variety of activities, proper clothing must be worn for your child to participate in activities at Lobo Gymnastics. In gymnastics, girls must wear a one-piece leotard; boys need to wear a t-shirt tucked into elastic-waist sport shorts. NO BLUE JEANS, zippers or jewelry may be worn at any time
- The parents are responsible for signing the children in and out each day.
- Breakfast and snacks are provided daily year-round when the children are in the building during those times. Parents of school-age children must provide a healthy lunch and drink for summer, holiday and in-service days.
- **WE CANNOT REFRIGERATE OR MICROWAVE LUNCHES.** You must provide your own forks, spoons, and bowls when the meal warrants.
- All field trips must have permission slips signed prior to participation in the scheduled trips.
- I give consent to photograph and video for marketing and advertising purposes, as well as acknowledge these photos will be posted to Lobo's website, Instagram, and Facebook accounts as well as other social media sites for parents to view.
- Lobo Gymnastics Active is not responsible for lost, stolen, traded and broken personal items.
- All admission paperwork must be completed in full and updated with new information when necessary.
- Any special medical, food or personal needs must be conveyed to director when they occur.
- I have received information on policies and procedures located in the parent handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_