



Admission Agreement

Pre-Admission

Prior to my child attending Tender Years, the director or center staff toured the facility and discussed the center's program with me. The director or center staff answered all my questions or concerns, and it was determined that the needs of my child(ren) can adequately be met by the center's program and facilities.

Initial

Part-Time

Students who are enrolled part-time will not be allowed to make up any days missed due to weather closures, holidays, illnesses or any other reason unless discussed with the office first. Make-up days are not guaranteed due to ratios in each class. Tuition will not be prorated for any missed days.

Initial

Registration Fee

I understand there is an annual registration fee. I understand the full-year registration fee is from June 1st to May 31st. Fall registration, August 1st- May 31st. I further understand that registration will be held each January for the upcoming year. I understand that Tender Years cannot guarantee my child's place in the center for the next year unless I pre-register. To pre-register, I must pay the non-refundable annual registration fee by the date marked on the packet given every spring.

Initial

Payment of tuition

Tuition may be paid weekly, bi-weekly, or monthly. Tuition may be paid by check, money order, cash, or auto- draft or on the Procure App. I understand that tuition is due every Monday. A late fee of \$25.00 will be placed on accounts not paid by 6pm Monday

NFS Fees: I understand that a processing fee of \$15.00 will be charged to my account for non-sufficient funds. NSF drafts and fees must be paid by money order or in cash. If my account incurs NSF fees more than two times, you will be required to pay all future tuition with a money order or cash.

Initial

I understand that my child(ren) tuition is due regardless of my child's attendance at the center due to illness, holidays, closings, vacations, or other reasons

Immunization and Emergency Authorization

Before admission to the center, parents must provide a complete enrollment application, master card form, and an up-to-date immunization record from child's pediatricians office. Immunization records must be renewed on its expiration date, and you must obtain a new form when asked. By signing this statement, I am authorizing the center Director or center staff to obtain emergency medical treatment for my child(ren). All necessary medical information must be completed and updated as information changes.

Initial

Photography

I understand that my child(ren) will be photographed during their day at the center. The photographs may be on display in your child's classroom, in the center, used for a class project, end-of-year video, or advertising.

Initial

2490 Florida Street
Mandeville, LA 70433

Phone: 985-626-9493
Fax: 985-626-4068



Webcam (ChildView)

I am aware that Tender Years utilizes recordings and/or taping of my child such as digital recordings, videotaping, audio recordings, and the web came while in the center for observation/security purposes. This is a live stream camera service.

Initial

Apps

I am aware that Tender Years utilizes the app ProCare to send updates to our parents throughout the day. Pictures of your child(ren) may be taken and uploaded to the app to share with parents. Important information will be sent out through the app, please make sure you have an updated email on file and check emails that are sent to you.

Initial

Snacks and Meals

Excluding infants, all snacks and meals will be provided by the center. The only exceptions to this will be birthdays, holiday parties, and special events. Any other situation must be directed by a doctor's note per state regulations. NO outside food is allowed in the center unless for a celebration (birthday or holiday) and it must be store bought, sealed with a nutrition label. Breakfast is served at 8:30, if your child is eating breakfast at the center, please have he/she here before 8:30.

Initial

Attendance

We recommend that your child arrives at the center by 8:30 am to avoid interrupting classroom activities. Children will not be permitted to arrive after 9:00am unless they receive a doctor's note due to an appointment.

Initial

Late Pick-Up

Tender Years closes at 6:00 pm. Children MUST be picked up by 6:00 pm and I understand that if my child remains past the scheduled closing time, I will be charged and agree to pay an additional fee of \$1.00 per minute for every minute my child remains after closing.

Initial

Play Equipment

I give permission for my child(ren) to use all the playground equipment and participate in all the activities at the center.

Initial

Release of Child

I understand that my child will be released only persons whose names I have listed on the Master Cars Form and the Sign-out form. I will advise the office in writing if any person(s) arrives to pick up my child. A telephone authorization shall be confirmed with the custodial parent.

Initial

Medications

I understand that Tender Years does NOT administer daily medication. I understand that emergency medications (EpiPen, Benadryl. Etc.) shall be administered provided that the parent has completed the medical authorization form.

Initial

2490 Florida Street
Mandeville, LA 70433

Phone: 985-626-9493
Fax: 985-626-4068



Illness

I understand that I will be notified should my child become ill during the day and that it will be necessary to have my child picked up within 1 hour of being notified. Any child running a fever of 101 or higher will be sent home regardless of teething or ear infection. I understand that my child must be fever free, diarrhea free, vomiting free or free of contagious illness for 24 hours without medication prior to returning to the center. If my child is exposed to or contracts a contagious illness, I agree to notify the Director or Assistant Director. I understand that I will also be notified of communicable illnesses.

Initial

Parent Resources

I have received a copy of the parent resources (pages 13-16) in the parent handbook.

Initial

Parent Handbook

I have received a copy of the center's Parent Handbook. I have read, understand and agree to comply with all the policies and procedures set forth in the Parent handbook.

Initial

By signing below, I _____ understand and agree to all the policies and procedures listed above, along with anything stated in the Parent Handbook.

Name: _____

Signature: _____

Date: _____