



CIRCLE "C" RANCH ACADEMY, INC.

PROGRAM APPLICATION

Nurturing children in a natural environment since 1985.

Circle C Ranch Academy, Inc. 6204 Interbay Boulevard, Tampa, FL 33611
Tel. +1 (813) 831-8429 | Fax: +1 (813) 839-4248 | Email: admin@ccranchacademy.com

Nationally Accredited by The National Accreditation Commission for Early Care and Education Program.
"We have a NAC for Excellence."

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PROGRAM SERVICES, FEES & SCHEDULE

1) GENERAL INFORMATION

- a) **Programs.** Circle “C” Academy offers the following childcare and educational program services:
 - i. Preschool Programs
 - ii. VPK Programs
 - iii. Summer Camp Programs
- b) **Hours of Operation.** Circle “C” Ranch Academy is open Monday thru Friday from 7 a.m. to 6 p.m. EST.
- c) **Full-time Schedule.** Circle “C” Ranch Academy offers full-time and part-time schedules available Monday thru Friday as follows:
 - i. Full-time (FT) programs are available from 7 a.m. to 6 p.m. EST.
 - ii. Part-time (PT) programs are available from 8 a.m. to noon EST.
- d) **Part-time Schedule.** Circle “C” Ranch Academy offers A.M and P.M shifts for VPK Programs available Monday thru Friday as follows:
 - i. VPK programs with an A.M. shift is available from 8 a.m. to 11 a.m. EST.
 - ii. VPK programs with a P.M. shift is available from noon to 3 p.m. EST.

2) PROGRAM SERVICES & FEES

- a) Circle “C” Ranch Academy offers weekly and daily rates as follows:

Program	Description	Schedule	Weekly Rate	Daily Rate
PRESCHOOL	Toddlers & 2-years old	FT	\$230	\$65
		PT	\$170	
	3 & 4-years old	FT	\$225	\$65
		PT	\$170	
VPK	4-years old	FT	\$170	N/A
SUMMER CAMP	“Big Camp” - K to 5 th Grade	FT	\$225	\$65
		PT	\$170	
	“Junior Counselors” 11 to 13-years old	FT	\$100	\$65

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3) OTHER FEES & SERVICE CHARGES

- a) In addition to program service fees, Circle “C” Ranch Academy charges the following fees and other miscellaneous service charges.

Category	Description	FEE
Lifetime Membership Fee	Non-refundable one-time fee.	\$50
Supply Fee	Non-refundable quarterly fee (Jan., Apr., Jun., & Aug.)	\$25
Miscellaneous Service Charges	Return check charge plus any additional fees incurred by ATS.	\$30
	Late tuition fee for the 1 st day and each occurring day thereafter.	\$5
	Late pick-up fee for every minute pas schedule pick-up time.	\$1

4) REFUND & DISCOUNT INFORMATION

- a) Circle “C” Ranch Academy maintains a policy that all payments are final and non-refundable.
- b) Circle “C” Ranch Academy offers a ten percent (10%) discount to parents or legal guardians for enrolling his/her oldest additional child after enrolling his/her younger child in at least one full-time (FT) program service.



ENROLLMENT FORM

CHILD TO ENROLL					
First Name:		Middle initial:		Last Name:	
Address:					
City:		State:		Zip Code:	
DOB:			Enrollment Date:		

MOTHER OF CHILD					
First Name:		Middle initial:		Last Name:	
Email:		Employer:			
Cell Phone:			Work Phone:		

FATHER OF CHILD					
First Name:		Middle initial:		Last Name:	
Email:		Employer:			
Cell Phone:			Work Phone:		

CUSTODIAL PARENT / LEGAL GUARDIAN			
Circle the custodial parent or joint if mother and father:	MOTHER	FATHER	JOINT
Legal Guardian Name (if different than above):			

PERSON'S AUTHORIZED TO REMOVE CHILD (Legal identification is required)						
1	First Name:		Last Name:		Phone:	
2	First Name:		Last Name:		Phone:	



ALTERNATE NUTRITION PLAN AGREEMENT

I understand and approve the use of the *Alternate Nutrition Plan*. I agree to provide the following meals and/or snacks to meet my child's nutritional and dietary needs.

1) Indicate any Special Dietary Requirements:

2) Mark "P" for *Parent Provides*, or "C" for *Center Provides*:

NOTE: Circle C Ranch Academy does not provide any food.

Breakfast:	P	P	P	Dinner:		
	<u>A.M.</u>	<u>Noon</u>	<u>P.M.</u>		<u>Evening</u>	<u>Formula</u>
	Snack	Meal	Snack		Snack	

HILLSBOROUGH COUNTY ORDINANCE requires that parents must receive a copy of the "**KNOW YOUR CHILD CARE FACILITY / FCCH BROCHURE**", information on the **INFLUENZA (FLU) VIRUS**, and the parents are notified in writing of the "**DISCIPLINARY PRACTICES**" used by the Child Care Facility / FCCH. The parent's / legal guardian's signature certifies receipt of the Child Care Facility / FCCH brochure, influenza information, discipline policies, alternate nutrition plan agreement and that all the information on this form is complete and accurate.

Signature of Parent or Legal Guardian

Date



MEDICAL ALERT INFORMATION

1) Medical Alert Information (*i.e., allergies, medical and/or special needs/conditions*):

2) List any additional information which would be beneficial for the childcare provider to know about your child:

3) List two (2) emergency contacts, other than the parents listed above:

EMERGENCY CONTACTS (OTHER THAN PARENTS)						
1	First & Last Name:		Relationship:		Phone:	
2	First & Last Name:		Relationship:		Phone:	



EMERGENCY MEDICAL TREATMENT AUTHORIZATION

If my child, _____, should become ill or injured at Circle "C" Ranch Academy, I understand that the Childcare Provider will:

- 1) Contact me immediately, and
- 2) Contact the person(s) I have designated if I cannot be reached.

Should the provider be unable to reach me and/or the person(s) designated, they are authorized to contact my child's physician and/or arrange for immediate medical treatment.

The physician and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child.

I will accept responsibility for payment of medical services rendered.

Signature of Parent or Legal Guardian	Relationship	Date
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OPTIONAL NOTARIZATION

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of ____, 20__, by (name of person making statement).

(NOTARY SEAL)	(Signature of Notary Public-State of Florida)
	(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____



HEALTH NSURANCE INFORMATION

Your personal insurance is the insurance for all accidents. We at Circle "C" Ranch Academy do not have the policy to be the company that provides the coverage. We have more than ample staff-to-child ratios, but with our environment there will be accidents.

Insurance Company:	
Group Policy Number:	
Phone Number:	

Signature of Parent or Legal Guardian

Date



ANIMAL ALLERGY RELEASE FORM

Here at **Circle "C" Ranch Academy** we provide opportunities to enhance each student's educational learning experience through animals. We offer horseback riding and a few farm animals to care for and love. In addition, we will be inviting various wildlife rescue and other third-party vendors to visit our school.

For your child to take part in any hands-on learning experience that may be planned, please sign confirming that your child **DOES NOT** have any animal allergies and is able to participate in hands on activities involving animals.

Child's Name:	
Allergies:	

Signature of Parent or Legal Guardian

Date



DEVELOPMENTAL SCREENING AUTHORIZATION

During your child’s first few years of life, many important skills and abilities are established – skills that are key to success in school and later in life. At Circle “C” Ranch Academy, we believe that it is very important to monitor the growth and development of children in our care so that we may properly assess each child and may call attention to any possible developmental delays. Early attention often means delays can be solved and children can “catch up” with their classmates.

Our teachers have completed training in the observation and screening of young children, and we have implemented a program of periodic screening for our students. We will occasionally observe your child’s development and will record the results using a checklist designed for this specific purpose.

We welcome your involvement in the screening process and would be glad to explain our approach to you in detail. As a result of any developmental screening conducted, we will provide you with a summary of your child’s progress and will suggest developmentally appropriate activities that you might do with your child. If the results of the screening suggest areas of possible concern, we will advise you on how to schedule a more detailed assessment for your child. All information about your child and your family is kept confidential.

Please indicate below, if we have permission to periodically monitor your child’s growth and development.

Signature of Parent or Legal Guardian

Date



CHILD ENRICHMENT AUTHORIZATION

I authorize my child to participate in any "Child Enrichment Services" that Circle "C" Ranch Academy may provide. I understand that "Child Enrichment Services" may include, but are not limited to, the following:

- ✓ Language Training
- ✓ Music Instruction
- ✓ Educational Instruction
- ✓ Technology
- ✓ Special Food Experiences

Signature of Parent or Legal Guardian

Date



FIELD TRIP AUTHORIZATION

I, the parent of _____, contracted the transportation services of Circle "C" Ranch Academy for extracurricular field trips. I fully understand that Circle "C" Ranch Academy is liable for transportation services only and not for accidents/injury during such activities when the children are under the supervision of other adults at other locations.

Signature of Parent or Legal Guardian

Date



MEDIA RELEASE AUTHORIZATION

Circle "C" Ranch Academy will be hosting several events in which family members, friends, guests, and staff are invited. During these times cameras and video equipment are accepted to be used by our family members, friends, guests, and staff. On many occasions there will be group participation from all students. This is when your child may have their picture taken by somebody else or Circle "C" Ranch Academy.

Please select one of the following and sign below acknowledging and/or accepting this request:

- I grant permission** to **Circle "C" Ranch Academy** to use photographs or videotapes of my child for publication, (bulletin boards, newsletters, or other media outlets).

- I DO NOT grant permission** to **Circle "C" Ranch Academy** to use photographs or videotapes of my child for publication, (bulletin boards, newsletters, or other media outlets).

Signature of Parent or Legal Guardian

Date



SWIMMING AUTHORIZATION

I, the parent of _____, authorize my child to participate in swimming lessons at Circle "C" Ranch Academy. I understand that Circle "C" Ranch Academy will use all reasonable precautions to ensure the safety of my child during these sessions. I will not hold Circle "C" Ranch Academy or the instructors liable for accidents or mishaps resulting from these sessions.

NOTE: Swimming lessons are only available during Summer Camp.

Signature of Parent or Legal Guardian

Date



HORSEBACK RIDING AUTHORIZATION

I, the parent of _____, authorize my child to participate in horseback riding class at Circle "C" Ranch Academy. I understand that Circle "C" Ranch Academy will use all reasonable precautions to ensure the safety of my child during these sessions. I will not hold Circle "C" Ranch Academy or the instructors liable for accidents or mishaps resulting from these sessions. Horse instruction will begin each day, weather permitting, after 3:00 pm EST.

Signature of Parent or Legal Guardian

Date



LIST OF DOCUMENTS AND INFORMATION PROVIDED

This is to acknowledge that a Circle "C" Ranch Academy staff member has provided me with copies of the following documents and discussed the respective content with me.

- ✓ *Parent Orientation Checklist*
- ✓ *Parent Handbook including policies and procedures*
- ✓ *Information Packet*
- ✓ *Business Policies* and discussed its contents.

Signature of Parent or Legal Guardian

Date



WAIVER OF LIABILITY, ASSUMPTION OF RISK & INDEMNITY AGREEMENT

- 1) **Waiver:** I, for myself, my spouse, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue the Circle "C" Ranch Academy, its directors, officers, employees, consultants, and agents from liability from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arising from or in connection with, but not limited to the participation of my child(ren) identified below in activities, and use of facilities, premises, horseback riding and instruction and swimming instruction and swim time or equipment related to Circle "C" Ranch Academy. I do further hereby release and forever discharge Circle "C" Ranch Academy from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the participation of my child(ren) in Circle "C" Ranch Academy.
- 2) **Assumption of Risks:** The use of Circle "C" Ranch Academy staff, equipment and/or services carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid personal injury, accidents, illnesses, neglect, or abuse, which risks the undersigned acknowledges and hereby expressly and specifically assumes. I also understand there is risk involved in the activity of horseback riding and swimming.
- 3) **I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the activities made possible by Circle "C" Ranch Academy. I understand that this Release discharges Circle "C" Ranch Academy from any liability or claim that I may have against Circle "C" Ranch Academy with respect to say bodily injury, personal injury, illness, death, or property damage that may result from the participation of my child(ren) in Circle "C" Ranch Academy, I also understand that Circle "C" Ranch Academy does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance. I hereby assert that my child's participation is voluntary and that I knowingly assume all risks.**
- 4) **Indemnification and Hold Harmless:** I also agree to IDENTIFY AND HOLD HARMLESS the directors, officers, employees, consultants and agents of Circle "C" Ranch Academy from any and all claims, actions, suits procedures, costs, expenses, damages and liabilities as a result of my child's participation in Circle "C" Ranch Academy.
- 5) **Acknowledgment of Understanding:** I have read and understand this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms. I acknowledge that I am signing this agreement freely and voluntarily and intend by my signature to be a complete and unconditional release of all liability for any and all incidents or negligence to the greatest extent allowed by law.

IN WITNESS WHEREOF, the undersigned has executed this Release as of this day and year: _____

Name of Child(ren) Attending Circle "C" Ranch Academy: _____

Signature of Parent or Legal Guardian / Date

Signature of Circle "C" Ranch Academy / Date

Printed Name of Parent or Legal Guardian

Printed Name of Circle "C" Ranch Academy

IMPORTANT NOTE: In the event any of this information changes, please notify us immediately.



SERVICE AGREEMENT

THIS SERVICE AGREEMENT (“*Agreement*”) is made and entered into on this ____ day of _____ 20____, by and between Circle “C” Ranch Academy, Inc. (the “*Service Provider*”) and _____ (the “*Parent or Legal Guardian*”), (hereafter referred to as “*the Parties*”), with regards to the following facts:

- 1) The **Service Provider** offers Childcare and Educational Services (the “*Services*”) that will be provided at 6204 Interbay Boulevard, Tampa, Florida 33611.

- 2) The **Parent or Legal Guardian** contact information is as follows:

Parent or Legal Guardian’s Name:			
Address:			
City, State & Zip Code:			
Cell Phone:		Work Phone:	

- 3) The **Parent or Legal Guardian** of _____, intends to enroll his/her child in the following selected program on either a full-time or part-time schedule:

PROGRAM	SCHEDULE
<input type="checkbox"/> Preschool	<input type="checkbox"/> Full-time
<input type="checkbox"/> VPK	<input type="checkbox"/> Part-time
<input type="checkbox"/> Summer Camp	

- 4) **Parties** agree that the **Services** will be provided during the hours of operation and program schedule times listed in the attached ***Program Services, Hours & Fee Schedule***:

Monday
 Tuesday
 Wednesday
 Thursday
 Friday

- 5) Parties agree that the Program Service Fees, Other Fees and miscellaneous service charges identified in the ***Program Services, Fees & Schedule*** attachment are due and payable in advance.
- a. The full fee is due and payable whether the child attends on the agreed day or not, without exclusion.
 - b. For your convenience, we have Full time programs offered from 7 a.m. to 6 p.m., or Part-time programs offered from 8 a.m. to 12 p.m.
 - c. Late pickup charges (i.e. overtime fees) will be charged at a rate of \$1 per minute after the scheduled pickup time. These charges are due and payable on arrival the day of overtime is incurred.
 - d. Circle C Ranch Academy and parents agree to provide a two-week notice if this agreement is to be terminated.

ACKNOWLEDGEMENT:

By signing this form, the **Parent(s) or Legal Guardian(s)** indicate their understanding of the agreement with the campus policies, agree to the terms contained herein, and acknowledge that this is a legally binding contract. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of any deposits or both. This policy agreement is subject to change with two weeks written notice.

Signature of Parent or Legal Guardian / Date

Signature of Circle "C" Ranch Academy / Date

Printed Name of Parent or Legal Guardian

Printed Name of Circle "C" Ranch Academy



POLICIES & PROCEDURES

The following rules pertain to Circle "C" Ranch Academy business policies. These policies are non-negotiable and are legally binding.

A) Enrollment

- 1) All forms must be filled out and returned before beginning services.
- 2) Circle "C" Ranch Academy enforces a strict medication policy. All families are required to review this policy located in the Parent Handbook. The client understands that all medication forms must be filled out before any medication will be administered. _____ (Initial)
- 3) Parent agrees to submit (on or before the first day of care) a copy of each child's current medical card or insurance card, as well as each child's physical and immunization record. _____ (Initial)
- 4) The parent understands Circle "C" Ranch Academy is responsible for informing parent(s) of any accidents occurring during the day. Accident forms are filled out, signed and filed into each child's history folder.

B) Payments

- 1) No place will be reserved without a non-refundable deposit being paid.
- 2) A \$50 Non-refundable Lifetime Membership fee is paid at time of enrollment. _____ (Initial)
- 3) A \$25 quarterly education supply fee is paid at time of enrollment and then each quarter thereafter. _____ (Initial)
- 4) Post-dated checks are not accepted.
- 5) Tuition is due on Monday. Any tuition received late will be charged \$5 for the first day and each occurring day thereafter. If services are not paid by the end of the week, your child will not be allowed to return to Circle "C" Ranch Academy until payment and all late fees are paid.

- 6) Returned checks will be assessed fees payable in cash or money order for:
- (i) The full amount of the check
 - (ii) \$30.00 returned check fee and
 - (iii) Any additional fees incurred by Circle "C" Ranch Academy as a result of the check not clearing _____ (Initial)
- 7) All payments are final. All payments are non-refundable. _____ (Initial)

C) Hours/Days

- 1) Circle "C" Ranch Academy's hours of operation are 7:00am until 6:00pm. If you are late picking up your child, based on the hours listed on your service agreement, you will be charged an overtime late fee of \$1.00 for every minute past closing time. _____ (Initial)
- 2) Parents will be charged for the full week whether the child comes for one day or all five. Holidays that fall during the week will be paid for even though the facility may be closed. _____ (Initial)
- 3) Our program allows for 2 discounted weeks per child to be used as vacation. To retain your child's place in our program, a written notification or email in advance to the Director will provide you with two (2) weeks of tuition at no charge. Any additional weeks are billed at the full tuition rate. Vacation time is based on a full enrollment year (August through May). Vacation request may be made only after 90 days of enrollment. These vacations must be taken in 5 consecutive _____ days (Monday-Friday _____ only). _____ (Initial)
- 4) Circle "C" Ranch Academy observes the following holidays. On these days the school is closed, and substitute care is not provided: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the day after, Christmas Eve and Christmas Day. _____ (Initial)
- 5) Circle "C" Ranch Academy requires that you sign your child in/out of our computer every day of attendance. It is very important that you use this attendance policy to ensure that we have your child's time of arrival and departure daily.

D) Illnesses

- 1) Parents should notify Circle “C” Ranch Academy if there has been an illness in the family over the weekend.
- 2) A child will not be allowed to attend Circle “C” Ranch Academy if there is a fever, diarrhea, or other contagious symptoms. (Please see illness policy in parent handbook for more specific details.)
- 3) Medication can be given if it is in the original container, labeled with the child’s name and is accompanied by a signed authorization form. (Please see the medication policy in parent handbook for more specific details.)

E) Clothing and Supplies

- 1) Children’s belongings must have their name clearly marked. Toys brought from home are not permitted. Circle “C” Ranch Academy is not responsible for lost items. Unmarked items left will be collected and put in the lost and found. At the end of two weeks all unclaimed items will be donated to charity.
- 2) Please send your children in appropriate clothing for our outdoor environment and the weather. All children must wear closed shoes to participate in our program. Sandals or flip flops are not allowed.
- 3) Parents are required to bring a small sheet & blanket for the children to use for naptime. _____
_____ **(Initial)**
- 4) Circle “C” Ranch Academy provides an assigned cot/mat for each child in the Toddler and Two-Year-Old Classrooms. All Three- and Four-Year Old’s are required to provide their own fold up mat. _____ _____ **(Initial)**
- 5) Circle “C” Ranch Academy does not provide any food. We require parents to provide AM and PM snacks with a good size lunch. Parents are responsible for providing their child’s nutritious lunch, that follows the USDA guidelines, daily. We encourage you to provide a water bottle for your child to refill throughout the day. _____ _____ **(Initial)**

F) Discipline Procedures.

- 1) Children of new clients will be placed in care on a two-week trial basis. This allows both parties to get acquainted with each other and to see if any personality conflicts or disciplinary problems may arise. During this time, both parties have the opportunity to terminate the agreement and seek alternative arrangements.

- 2) The goal of discipline is to help children see the sense in acting a certain way. Of course, this is a time-consuming task and it is important that we remain realistic in the expectation of the behavior of each child. His/her developmental age and stage must be taken into consideration.
- 3) At Circle "C" Ranch Academy we encourage positive behavior in the following ways:
 - a) Allowing the child choices of activities, equipment and materials, giving them a feeling of control over their environment so that conflict with others can be avoided.
 - b) Guidance in developing language skills which will help them resolve conflicts with words and not with inappropriate behaviors such as biting, hitting or kicking.
 - c) Fostering good communication and developing confidence and good relationships with others by communicating at eye level, listening attentively, and making simple requests in positive ways.
 - d) Recognizing and re-enforcing positive behavior. Acknowledging children when they are behaving appropriately and immediately complimenting them. Praising good behavior is one of the most effective discipline methods used at Circle "C" Ranch Academy.
 - e) Clearly defining and consistently maintaining limits in the classroom. Classroom rules are kept simple, clear and few in number to set limits that children can learn and depend on.
- 4) If a child is experiencing difficulty controlling their behavior:
 - a) Teacher may suggest or help the child become involved in another activity in which he can be successful. Redirecting the child helps them avoid negative situations in which they may be rejected or frustrated, which may prevent escalation of the problem.
 - b) If a problem still exists, the child will be removed from the play area and given time away from the group for self-quieting to regain control. Self-quieting teaches internal control and self-responsibility. It is taking a break in order to work through emotions or find alternative solutions to a problem. The child determines the time limit for this personal time. He/she may return to the group when he/she is ready.
- 5) If continued unacceptable behavior occurs:
 - a) Within one week, the parent will be scheduled for a conference to create a Behavior Intervention Plan and to discuss possible solutions.
 - b) Ongoing documentation, "journaling", will begin, which will describe detailed daily behavior within the classroom. Journaling will continue for a period of no more than two weeks.
 - c) If necessary:

- (i) Care Options through Hillsborough County’s Interagency Referral Program will be asked to become involved. This referral must be complete within a 3-week period. (See brochure for complete services.)
 - (ii) A developmental screening through Florida Diagnostic & Learning Resources System (FDLRS) will be recommended. (See brochure for complete services.)
- 6) While it is our desire to work through behavior related issues in the manner described above, **AGGRESSIVE PHYSICAL BEHAVIOR WILL NOT BE TOLERATED.** Any physical abuse against an employee, striking another w/ a foreign object, choking, kicking and biting are all considerations for immediate dismissal. **Parents will be held responsible for any destruction to school property.**
 - 7) A written record of incidents affecting the program including unacceptable behavior, accidents, injuries to or minor illnesses of children will be kept on file using the Accident/Incident Form approved by Hillsborough County Child Care Licensing. The parent of the child involved in the incident or accident will be notified of such incident on the date of the occurrence and will be required to sign the record verifying such notification. The completed form will be retained by Circle “C” Ranch Academy.
 - 8) Spanking or any other form of physical punishment is strictly prohibited. Discipline shall not be associated with food, rest or toileting. Children cannot be denied active play as a consequence of misbehavior. Children shall not be subjected to discipline that is severe, humiliating or frightening. These methods are considered child abuse.
 - 9) Circle “C” Ranch Academy is intended to be a safe and enjoyable learning environment for students, teachers and extended staff. It is with mutual respect and ownership that we address issues of unacceptable behaviors, which requires complete support from everyone involved. Parents, teachers and administration are expected to respond quickly and positively to any issues of disruptive behavior so that we can effectively plan and address those issues that affect our students and offer a positive remedy. _____ (Initial)

G) Miscellaneous

- 1) If warranted, parents will supply a change of clothes each day, even if their child is fully potty trained. This includes school-aged children. _____ (Initial)
- 2) Parents are responsible for diapers, creams, and special-needs food.
- 3) Parents will call before scheduled time of arrival if they are late or not coming that day. (Late fees still apply). _____ (Initial)
- 4) Parents will pick their child/children up inside Circle “C” Ranch Academy and will walk their child to the car. No child will be released to a honking horn.

5) Only designated persons will be allowed to pick up the child(ren).

_____ (Initial)

6) Parents are responsible for providing a two-week notice if they decide to terminate. Failure to provide such notice will result in being charged the full rate for two weeks, plus any back tuition owed. Failure to pay these fees within 10 calendar days will result collection or small claims court action. _____ (Initial)

By signing this form, you agree to the terms contained herein and that this is a legally binding contract. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of any deposits or both. This policy agreement is subject to change with two weeks written notice.

Signature of Parent or Legal Guardian / Date

Signature of Circle "C" Ranch Academy / Date

Printed Name of Parent or Legal Guardian

Printed Name of Circle "C" Ranch Academy



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® — a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. _____ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received
Employee Signature

