



12 Month Enrollment Contract

____ Enrollment

1. All information including enrollment, emergency, and medical forms must be completely filled out and returned before beginning the program.
2. A \$75.00 application fee, a \$500.00 materials fee, and the first month's tuition, must be paid at the time of enrollment. These payments secure enrollment for the child listed on this form. Registration is non-refundable and non-transferable unless LOMA does not accept your child. No spots may be reserved without paying fees.
3. Medication forms must be filled out before any medication will be administered to your child. No medication of any kind or topical products such as lotion, lip balm, or sunscreen may be kept in the student's backpack or pockets. All medication or topical products will be kept in a locked compartment within that child's classroom or in the office.
4. On or before the first day of school, parents/guardians must submit the following: (1) a copy of the child's current immunization record or Virginia State Health Form (2) proof of the child's identity, such as a Birth Certificate or passport (3) a signed acceptance form for the Parent Handbook, (4) if applicable, any custody agreement information.
5. LOMA is responsible for informing parents of any accidents occurring during the day. Incident forms are filled out, signed, and filed into the child's history folder.

____ Hours of Operation:

1. Monday-Friday 8:00 AM – 5:00 PM.
2. A late pick-up fee will apply after 5:00 PM. The late fee is \$1/ minute for the first 10 minutes, and \$2/minute after 5:10PM.
3. After 5:30 PM, if no one can be contacted, Social Services and/or local authorities may be contacted, at which time they will inform the staff as to how to handle the situation.

____ Absences

1. Parents/Guardians will contact LOMA before the scheduled time of arrival to notify staff of late arrivals or absences.

____ Payments

1. Tuition is due on the 1st day of each month and is automatically processed via the ProCare system. Parents are responsible for setting up a method of payment (credit or debit card) on ProCare before the start of the school year. There is a \$20.00 fee declined credit or debit card payments. Payment information, credit or debit card information, should be kept up to date.
2. Tuition is calculated based on the entire SCHOOL YEAR. The SCHOOL YEAR is divided into 12 equal payments paid over 12-month period for your convenience. Tuition fees include regular school days only. There are no refunds or credits for student absences, vacations, school closings due to holidays, breaks or inclement weather.
3. Check or cash payments are accepted for initial enrollment fees and as tuition payment if paid by the 25th of the preceding month. Returned checks will be assessed fees payable in cash or money order for:



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- The full amount of the check
 - A \$35.00 service fee
 - Any additional fees incurred because of the check not clearing.
4. A Year-End Tuition Summary will be provided on or before January 30th, for tax purposes.

____ **Illness & Medication**

1. I certify that my child is to my knowledge, in good health, and free of disabilities that would endanger him/her or other children.
2. When my child is ill, I understand and agree that LOMA will not accept my child for care. This includes fever, diarrhea, vomiting, bad cough, and a communicable disease.
3. When the child is no longer contagious and is healthy enough to actively play with other children, he/she may come back to school. This helps protect the health and well-being of all children at LOMA.
4. These are common symptoms that a child has a contagious condition and should not be at school:
 - **Active sneezing or coughing.**
 - **Colored discharge from nose.**
 - **Discharge from eyes or ears.**
 - **Fever (99.0 degrees or more axillary).**
 - **Eye infection.**
 - **Vomiting (within 24 hours from last occurrence).**
 - **Diarrhea (within 24 hours from last occurrence).**
 - **Sore throat (with fever or swollen glands).**
 - **Rash (especially with a fever or itching).**
 - **Evidence of head lice/nits.**
5. **I will notify LOMA staff when my child has been in contact with a family member or another person with a contagious illness. COVID is included in this.**
6. Lead Teachers are trained to administer oral medication, topical solutions and the EPI pen. Medication may be given if it (1) is in the original container, (2) labeled with the child's name, and (3) a signed authorization paper is included with the medication. This form must be turned into the office and will be kept with the child's records. Another copy will be kept in his or her classroom with the oral medication and/or topical solution.

____ **Holidays**

The following days are holidays for LOMA's Full Year Program. On these days we will be closed and will not be providing care:

- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Break



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- Winter Break
- New Year's Eve
- New Year's Day
- Martin Luther King Jr.'s BD
- The Friday before Presidents day- Staff Professional Development Day
- President's Day
- Memorial Day
- 4th of July Observance

_____ Meals/Food

1. LOMA is unable to refrigerate or re-heat items for students.
2. Toddler and Primary children are automatically enrolled in the hot lunch program. Parents of infants or children who are not enrolled in the hot lunch program are responsible for providing a healthy, nut-free lunch and snacks.
3. LOMA provides snacks twice a day (once in the morning and once in the afternoon). Please notify the office if you do not want snacks provided to your child.
1. Items containing peanut butter, peanuts, or nut products should not be sent to school.

_____ Personal Belongings

1. Children's belongings should be labeled with their name on each item. We are not responsible for lost items.
2. Children will be sent to school in appropriate clothing for the weather.
3. Parents/Guardians will supply two changes of clothes; clothes will be kept in each child's cubby.
4. Parents/Guardians will provide a pair of comfortable shoes for their child to be kept at school and worn only while indoors.
5. No personal items, such as toys and electronics, should be brought to school. Stuffed animals are only permitted during nap time.

_____ Arrival/Pick-up Procedures

1. A child should never be left unattended in a classroom or hallway.
2. Designated individuals will sign child(ren) in/out with their unique password. See the Procure Sign/In Out Information Sheet.
3. Only designated persons, who are at least 18 years old, will be allowed to pick up child(ren).
4. Any person unfamiliar to staff will be required to show proof of identification. Under NO circumstances will the child be released to anyone other than those listed in the designated pick-up person section (on the application) without WRITTEN and VERBAL permission from the parent/guardian.



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--- Termination

1. LOMA reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to non-payment of tuition, inability to fulfill requirements of enrollment, disruption of the program by student or parent, refusal or inability to follow LOMA policies, a child whose needs cannot be met by our program, behavior that presents a risk to the health, safety, or well-being of others.
2. LOMA will make every effort to give reasonable notice to allow parents time to obtain alternate childcare arrangements.
3. Parents/Guardians have the right to withdraw their child from LOMA at any time, for any reason. Parents must give 60-days written notice of withdrawing to be relieved of further financial obligation. You are responsible for the remaining 60-days of tuition.

--- Reporting Abuse/Neglect

1. Our staff members are mandatory reporters of suspected child abuse or neglect.
2. Suspected abuse will be reported to Social Services for investigation as required by Virginia State Law.
3. All inquiries will be referred to the Department of Social Services. Staff members may not discuss these matters with a parent, guardian, or other outside source.

By signing this form, you agree that this is a legally binding form. Providing false information or failure to abide by the policies may result in termination of contract and forfeiture of payments. This agreement is subject to change with two weeks written notice.

Child's Name: _____

Relationship	Print Name	Signature	Date
_____	_____	_____	_____

Relationship	Print Name	Signature	Date
_____	_____	_____	_____