

**Lakeland's Little Learners-Williams Bay Wrap Around**

**School-Age Contract**

**2024-2025 School Year**

**Provider #2000557082/005**

*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 2024-2025 school year beginning September 3, 2024-June 5, 2025. The program is open at 7 am until the beginning of school and from the end of school until 5:30 pm.

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 as long as your account is current. 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. Then you will be charged a new contract fee. 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 please enter it below.

Parent/Guardian Name: \_\_\_\_\_ Parent Guardian Name: \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_