



Enrollment Packet

315 South Dogwood Ave
Harrisonburg, VA 22801

(540) 820-6081

buttonsandbowslearning@gmail.com

Rates and Fees

Tuition:	\$215 weekly
Enrollment Fee:	\$75 - one time non-refundable fee
Deposit:	\$200 - one time fee refundable with required Withdrawal Notice (see below)
Summer Hold Fee:	\$500 (see below)
Returned Check Fee:	\$35
Late Payment Fee:	\$10 per day starting on day 3
Late Pick Up Fee:	\$15 and up determined by number of minutes late

Sibling Discounts: A 10% discount will apply to the second child's tuition within the same family.

Deposits: Deposits are a way to give financial security to Buttons & Bows Learning Center. All deposits will be refunded at the end of care if all financial obligations have been met and a three week withdrawal notice has been given.

Tuition Due: Tuition is due the first day of each week that your child attends the Center. Tuition is due each week whether your child attends or not with the exception of the 3 weeks noted under vacation and holidays. Tuition continues to be due regardless of illnesses, vacation, COVID 19, holidays, inclement weather, etc.

Summer Hold: Our daycare center operates year-round. If you choose to keep your child home during the Summer (second week of June through July 31), you may reserve their spot in our program for a flat fee of \$500. Regular tuition rates apply from August 1 through the first week of June. If your child attends any day during the Summer full tuition applies for that week.

Vacations, Holidays & Center Closings

The following are the planned closures for the 2023–2024 school year. These will be very similar each year but a new calendar will be handed out in January so families can plan accordingly.

Good Friday*	March 29, 2024
Team Training Day*	April 1, 2024
Memorial Day*	May 27, 2024
Vacation Week	July 1–6, 2024
Vacation Week	August 5–9, 2024

*These days, along with Inclement weather days, will be paid at a regular tuition rate.

Christmas Break and Vacation Weeks in July and August will be tuition-free.

Inclement Weather Delays, Closing and Early Dismissals or any other reason deemed necessary by the administration will be determined and communicated as early as possible. Our number one priority is the safety of our children and team members. We will not operate on any particular school schedule. All changes in scheduling will be at the discretion of the administration.

Tuition: Tuition is due the first day of each week that your child attends the Center. Tuition is due each week whether your child attends or not with the exception of the 3 weeks noted under vacation and holidays. There will be a \$10 per day late fee assessed if tuition is not paid by the third day. If tuition is not paid in full by the seventh day your child's spot in our learning center will be forfeited along with your \$200 initial deposit.

Enrollment: Buttons & Bows Learning Center will accept newborns to children 6 years of age. We do not discriminate on the basis of race, color or national or ethnic origin.

Enrollment Form

Buttons & Bows Learning Center

First Name	Middle	Last	Preferred Name	Sex	Birthdate
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Street Address	City, State, Zip	(____) _____ Home Phone
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Parent/Guardian

Phone number required for each parent

Guardian's Full Name	(____) _____ Cell Phone	(____) _____ Work Phone	_____ Company
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Street Address (If different than above)	City, State, Zip	_____ Email
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Guardian's Full Name	(____) _____ Cell Phone	(____) _____ Work Phone	_____ Company
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Street Address (If different than above)	City, State, Zip	_____ Email
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Legal Guardian (if other than parent)	(____) _____ Phone
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Emergency Information

Please list any allergies or intolerance to food, medications, etc. and emergency action.

Child's Physician: _____ Phone: (____) _____

Emergency Contact, if parent/guardian cannot be reached

1. _____ (____) _____
Full Name Address Phone

_____ Authorized to pick up child _____
Relationship to Child Yes No

2. _____ (____) _____
Full Name Address Phone

_____ Authorized to pick up child _____
Relationship to Child Yes No

Additional person authorized to pick up child: _____ Phone: (____) _____

Any person **NOT** authorized to pick up child: _____
Appropriate legal paperwork needs to be filed when a custodial parent requests the center not release the child to the other parent.

Child's History

_____ Siblings (Names and Ages) _____ Hobbies/Interests

_____ Previous Child Care Program Attended

_____ Chronic Physical Problems/Developmental Information/Special Accommodations Needed

Agreements

- Buttons & Bows Learning Center agrees to notify the parent/guardian whenever the child becomes ill. The parent/guardian will arrange to have the child picked up as soon as possible.
- The parent agrees for the center to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately.

3. The parent/guardian will inform the center within 24 hours, or next business day, after the child or any member of the immediate household has developed any communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Buttons & Bows Learning Center welcomes all families. If you are interested in joining our program, please return your enrollment form and \$75 enrollment fee. Once your child has been accepted in our program you will need to submit your child's \$200 deposit fee to secure their spot. Additional required medical, immunization forms etc. will be provided at that time.

Signatures

Parent/Guardian

Date

Parent/Guardian

Date