



**1131 Arlington Rd. N
Jacksonville, Fl 32211
(904)683-3980**

“Where a Lifetime of Learning Begins”

Thank you for choosing Visionary Dreamers of Today Learning Center Inc. This contract has been written to describe our program and policies in detail that go into making each school day as successful as possible. Please review this contract and other forms needed for each child and parent.

Parent of _____ (Child's First, Last name)

I, _____ (Parent/Guardian's First/Last Name)

Agree that I have received, reviewed and agree to the following policies and procedures of this contract and other forms listed below:

- Discipline Policy
- Expulsion Policy
- VDOTLC Inc. Childcare contract

HOURS OF OPERATION

Visionary Dreamers of Today Learning Center Inc. hours of operation are Monday- Friday, 6:30 am to 6:00 pm. We are open 11 ½ hours daily with a maximum of **10 hours** of childcare that will be provided.

Breakfast is served starting at **6:45 am** and ends at **8:15 am**. **Breakfast will not be provided after 8:15 am.**

CENTER ARRIVAL/DEPARTURE PROCEDURES

Parents/Guardians are required to sign their children in/out daily, inside the Parent Sign-In binder located in the lobby. **(ELC-SCHOOL READINESS PARENTS)** If your child is not signed in/out correctly each day, you will be charged a daily rate, we will be unable to receive payment from Early Learning Coalition. Any payment not able to be received from will be the responsibility of the parent.

OPEN DOOR POLICY

Visionary Dreamers of Today Learning Center Inc. maintains an open-door policy for all parents of enrolled students. Parents have immediate admittance without prior notice to the center.

In instances where there is guardianship or domestic issues the following will apply:

VDOT must be provided with the most recent certified copy of court order and any amendment to the order. (i.e.: custody order, restraining order, or protection order from abuse)

VDOT will follow the orders of the court. Any deviations from the court order must have written instructions from the custodial parent.

If VDOT has not received a copy of the court order. Both parents will have equal access to the student. VDOT by law has cannot deny access to the child without a court order.

For any verbal or physical conflict VDOT of today will have the Jacksonville Sherriff's Office contacted.

PARENT VOLUNTEERS

VDOT welcome parents and we encourage parents to volunteer and visit their child's classroom. Parents and all visitors are required to sign in. VDOT's discipline policy and Conduct standards will apply to all parents and all volunteers. Parents may not bring siblings of students enrolled while volunteering in the classroom or on field trips.

TUITION/LATE PAYMENT

Weekly Tuition/ Weekly Parent Fees (ELC) are due every Friday by 12:00 PM. We do not pro-rate fees for holidays, breaks, vacations or absences (FOR ANY REASON). There are NO FREE weeks of care. Your child's space is ONLY guaranteed by your weekly tuition contract payment. VDOT's center expenses remain the same, whether your child is present or not.

- Parents VDOT uses International Client Services LLC. As our Fair Act Debt Collections Agency on any delinquent accounts. Recovery fees are 40% of any money recovered and payable by the parent/ guardian, plus any other fees that may be charged by this agency.
- If the holidays or any other reasons (Staff In-Service) VDOT is closed on days that tuition/ parent fees (ELC) are due then payment will be due the day prior to holiday or closure. If the day of payment is any different VDOT will notify parents a week in advance.
- Any other days declared by the President of the United States, the Governor of Florida or National Weather Authorities (Hurricane Season) as a holiday or due to weather conditions, which will cause VDOT to close. Tuition/ parent fees (ELC) are still due for the entire week.

MEDICATIONS

Visionary Dreamers of Today Learning Center Inc. Does not dispense medication to children.

**IF YOUR CHILD WILL BE RECEIVING SHOTS BY APPOINTMENT, THEY
MAY NOT RETURN BACK TO THE CENTER UNTIL AFTER 24 HOURS
AT HOME.**

ANNUAL FEES

REGISTRATION FEE

\$35.00 non-refundable registration fee is payable at the time of enrollment. Registration fees will not be refunded under any circumstances

CLASSROOM SUPPLY FEE

\$50.00 supply is due annually. Upon enrollment a pro-rated supply fee is due based on the enrollment start date.

TUITION PAYMENTS

We accept checks, money orders and cash as a form of payment. **For any reason a check is returned due to insufficient funds, there will be a **\$75.00 fee** and any other fees that may occur/ cost center's account. *

CHILD/DEPENDENT TAX FORMS

Child/ dependent tax forms for the year will be hand delivered or mailed out no later than January 31 of the year following the current tax years. You will NOT receive a tax form if you have any past due balances on your account. You will receive your tax form when you bring your balance to zero.

LATE PICK UP

Late pick up fees go into effect once your student has been at the center past the operating hours. There will be a **\$35.00** initial charge and **\$5.00** per min until a parent/guardian arrive. The late fee occurred will need to be paid in FULL, before your child returns the next day.

UNIFORMS

It is **MANDATORY** for ALL children (1year old's through Private school) to be in uniforms. UNIFORM attire requires:

Top Attire:

Polo collar Shirts (VDOT LOGO)

Variety Colors and sizes available:

*12months-2T for \$10.00 per shirt

*3T- 14-16 for \$12.00 per shirt

Bottom Attire: (VDOT do not have Bottom attire for purchase)

Uniform Shorts or Pants

Khaki, black or Navy Blue

All uniform shirts **MUST HAVE VDOT logo. NO EXCEPTIONS!!!!**

Friday's are Dress down days. No uniform is required on Friday's.

CONTRACT TERMINATION

A parent/ guardian may terminate this contract by giving a **2 weeks** prior notice. Your FULL tuition is STILL due for both weeks.

This contract begins on the date of _____ and ends on the date of _____.

Parent/ Guardian Name _____

Parent/ Guardian Signature: _____

Child # 1 Name: _____ D.O.B: _____

Child # 2 Name: _____ D.O.B: _____

Child # 3 Name: _____ D.O.B: _____

Child # 4 Name: _____ D.O.B: _____

I agree to the tuition of \$_____ per week

Parent/Guardian Signature: _____

Date: _____

VDOT Staff Representative: _____

Date: _____