



**Fort Hays State University  
Tiger Tots Preschool Center  
Rarick 109**



**PARENT/PROVIDER CONTRACT POLICY AGREEMENT**

- I have read and understand the contents of the Tiger Tots Handbook.
- I have read and signed the Tiger Tots Payment Agreement and agree to all of its terms.
- I understand that the annual registration fee of \$35.00 is due at the time of enrollment. This fee is nonrefundable and must be paid by check or cash.
- There are two payment options available at the Center. The Director of Tiger Tots will determine the number of days that classes are in session per semester. The days will then be divided into four (4) equal payments due on the fifteenth of each month. Parents will be billed according to the number of days their children are scheduled to attend Tiger Tots. Faculty/staff will pay a daily rate regardless of hours attended. Parents who wish to pay for the entire semester will receive a 3% discount if payment is made on or before September 15th and February 15th.
  
- Parents will be billed for all days that their children are scheduled to attend. Sick days and vacation days will not be refunded or deducted from the bill.
  
- I understand the hours/days of operation are Monday – Friday, 7:30 AM – 5:00 PM, and that FHSU Tiger Tots follows the Fall and Spring Semester Student Calendar for these days. I understand that if my child is absent, I will be responsible for the daily fee in order to reserve my child's place at the Center.
- If my child remains at Tiger Tots past the scheduled closing, I understand that a late fee will be charged and is due upon pickup. The fee is \$1.00 per minute past the 5:00 p.m. closing time.
- I understand that I must give the Center two weeks' notice before withdrawing my child during the semester, and that I will be charged for two calendar weeks of regular enrollment.
- I agree to sign my child in and out of the Center daily on the electronic sign-in in the classroom.
- I understand that my child may not be released to anyone other than the parent, guardian, or authorized agent that I have previously determined.
- I understand that I must notify the Center by 8:30 a.m. if my child will not attend the Center for the day, and specify the reason if the absence is due to illness.



**Fort Hays State University  
Tiger Tots Preschool Center  
Rarick 109**



- I will not bring my child when they are ill, and I understand that the Center reserves the right to send my child home if symptoms of an illness are present (see policies for details).
- I understand that the staff will administer medication to my child only if the medication is in the original container and I have completed the necessary paperwork.
- I acknowledge the **Behavior Guidance Policy** listed on the following page.
- I acknowledge that the Center has given me a copy of this document and retained a copy for the Center's records

*I have read and thoroughly understand all terms.*

---

Date \_\_\_\_\_ Parent's or Guardian's Signature \_\_\_\_\_

---

Date \_\_\_\_\_ Tiger Tot Director's Signature \_\_\_\_\_