



Enrollment Contract

Child's Name: _____

DOB: _____

Enrollment

A non-refundable fee of \$50.00 per child or \$65.00 per family is due upon enrollment. A supply fee of \$20.00 is due every September. Infants will be required to pay a deposit in addition to the enrollment fee. The deposit is refundable if and only if (1) you decide after your child begins attending our facility that you wish to withdraw your child and provide a two-week written notice or (2) when your child moves from the infant program to the toddler program, this deposit will apply toward the last week of infant care. This deposit is not refundable if you reserve a space for your infant (by way of a deposit) and then decide not to send your child to our center or if you withdraw from the center and fail to give a two-week written notice of intent to withdraw. In addition to losing your deposit, if you fail to give a two-week written notice of intent to withdraw, you will be held financially responsible for tuition for two weeks regardless of attendance. Pre-school children may be required to pay a deposit in addition to the enrollment fee. If this is required, the above policies apply.

Fees and Payments

Our fees increase annually and more often if deemed necessary.

Tuition is due on Friday for the next week in advance. Payment is accepted via Tuition Express (Please see attached information). Customers failing to pay on or before Friday (due to insufficient funds) will be assessed a late fee of \$15.00. Late fees will not be removed. Past due balances must be cleared on or before close of business Wednesday of each week or childcare services will suspend on Wednesday at 6:00pm. For customers who are late four times, you will have the option to (1) discontinue service immediately or (2) pay for the entire month on the first of every month. Please note that if you choose the second option and your check is returned or an ACH transaction is declined, we will discontinue service immediately.

Parent Initial _____

Holiday Care and All Day Charges

Bartlett Child Care Center will offer all day care when the area schools serviced are closed (excluding the holidays the center is closed). This all day care is not included regular tuition and additional charges will apply. All day care is optional and charges are assessed based on attendance.

Returned Check/ACH Transaction Charge

A NSF charge up to the maximum permitted by law will be assessed for returned checks or ACH transactions (automatic debits). If four checks are returned or 4 ACH transactions are denied, you will be required to pay for the entire month on the first of every month. Failure to comply will result in termination of services.

Family Discounts

A sibling discount is offered to families with more than one child enrolled in the program simultaneously. Families with 2 children will receive a weekly discount totaling \$10.00. Families with 3 or more children will receive a weekly discount totaling \$15.00.

Vacation

All vacation requests must be submitted to the office in writing at least one week prior to your intended vacation week. Failure to do so will result in full payment regardless of attendance. Vacation may not be taken early, cannot be carried over from year to year and must be taken Monday through Friday and not a day at a time.

Pre-School Program

Each child enrolled in our preschool program will receive one week of vacation for each six consecutive month period completed in the program. This is construed to mean that you may take your child out of the center for one week (Monday – Friday) every six months and you will not be responsible for tuition during this week. Example: A child enrolling in the preschool program in August 2000 is not due a week of vacation until February 2001. This week of vacation may be taken any time between February 2001 and August 2001. If this week is not used during this time period, it is forfeited.

School Age Program

Each child enrolled in the school age program will receive one-week vacation during the length of the program (August – May).

Sick Week

A credit of $\frac{1}{2}$ the normal tuition is available to preschool children (infants – prekindergarten) once during a calendar year if the child is ill and unable to attend due to a communicable illness. The child must be out three consecutive days during a Monday through Friday period and parent must provide the center with a note from the doctor stating the following:

1. the date the child was seen in the office
2. the date the child care return to a group setting
3. the nature of the illness

The note must be on doctor's letterhead or other official paper and must be submitted no later than two weeks after the child missed or credit will not be issued.

Holidays

We will be closed on the following days:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. July 4th
5. Labor Day
6. Thanksgiving Day
7. Friday following Thanksgiving
8. Christmas Eve Day
9. Christmas Day

If any of these days fall on the weekend, we will be closed on either Friday or Monday. There is no reduction in tuition due to holidays.

Parent Initial _____

Hours of Operation

The center opens at 6:00am and closes at 6:00pm. There is a fee of \$7.00 for each fifteen minutes or fraction thereof for late pick-ups. Childcare services will be terminated immediately for customers frequently arriving late to pick up children. We open daily at 6:00am to care for your children. Please be here by 6:00pm to pick up your child. Our staff is ready to go home at 6:00pm just as you are ready to go home at the end of your employment day. Thank you for being considerate.

Withdrawal

A two-week written notice is required for withdrawal from our program. If a two-week written notice is not given, you will be held financially responsible for two weeks tuition regardless of attendance.

Parent Initial _____

Children enrolled in our School Age Program are not required to submit a two-week written notice as all children enrolled in this program are considered withdrawn on the last official day of the school year, as this is the official end of our program as well. The exception to this would be if a child enrolled in the School Age Program withdraws before the official end of the school year, then a two-week written notice is required.

Medical and Emergency Authorization

I authorize Bartlett Child Care Center to provide emergency medical care for my child. I authorize Bartlett Child Care Center to give my child any medications that I bring/send to the center. I will leave medication instructions on the medicine sign in sheet and place all medication in the appropriate location as directed by the center staff. Should you not understand my written instructions, please call me at the numbers I have provided for you on the Enrollment Forms. I authorize any medication that I bring/send to the center to be given as instructed and will not hold the center or its employees liable for any side effects, allergies, etc. resulting from dispensing this medication. I understand that any prescription medication must be prescribed to my child or it cannot be administered. I

also understand that should I fail to sign the medication sheet, no medications will be given.

Field Trip Authorization

I authorize Bartlett Child Care Center to take my child on any field trip planned by the center. It is my understanding that the children will travel in vehicles driven by responsible employees of Bartlett Child Care Center. I also understand that I will be notified of field trips through notes and/or my child's calendar and it is my responsibility to read the same. If I choose for my child to miss or not participate in a field trip, I will keep my child at home without any reduction in my tuition.

Authorizations

1. I authorize Bartlett Child Care Center to photograph/videotape my child and use the resulting photographs/videotape for any lawful purposes including the use of marketing or publicity. I relinquish all rights, title and interest in the photographs, negatives and videotape film.
2. The Parent Handbook is incorporated to this agreement. I acknowledge that I have received and will abide by the policies in this handbook.
3. I understand that it is my responsibility to maintain my own childcare financial records for tax purposes.
4. I understand it is my responsibility to notify Bartlett Child Care Center in advance of any changes in my child's transportation or attendance schedules.
5. If my child becomes ill and Bartlett Child Care Center calls me to pick up my child, I agree to make arrangements for my child to be picked up from the center as soon as possible.
6. Bartlett Child Care Center must have an updated medical record and current immunization report on my child, on forms provided by the center. I agree to return these forms to the center prior to my child's first day of attendance.
7. I consent to Bartlett Child Care Center communicating with my by telephone, email or other means. This consent shall survive termination of this agreement.
8. Bartlett Child Care Center **STRONGLY DISCOURAGES** its employees from providing any childcare services that are not part of the childcare program offered by Bartlett Child Care Center to its customers. I understand that if such outside services are performed for me or on my behalf by an employee of Bartlett Child Care Center, Bartlett Child Care Center **DOES NOT AUTHORIZE** such services and **WILL NOT BE RESPONSIBLE** for any acts or omissions of that employee while providing such services to me.
9. I authorize Bartlett Child Care Center to transport my child to or from school if enrolled in the Before/After School Program.
10. I authorize Bartlett Child Care Center to enforce their discipline policy as described in the Parent Handbook in the event my child needs corrective action.
11. I have received a copy of licensing requirements and policies.

Agreement

I have read and understand the financial information. I agree to abide by the policies currently in effect or those that are established in the future. I agree to pay reasonable attorney fees and all court costs, should any be incurred in the process of collecting fees.

Date _____ **Mother's Signature** _____
Social Security Number _____

Date _____ **Father's Signature** _____
Social Security Number _____

Date _____ **Legal Guardian's Signature** _____
Social Security Number _____

Checklist

- _____ Enrollment Forms
- _____ Enrollment Contract
- _____ Tuition Express Agreement with voided check
- _____ Child's Immunization Record
- _____ Transportation Form (if applicable)
- _____ Enrollment Fee, Activity Fee & Deposit