

ENROLLMENT CONTRACT

ENROLLMENT TERMS AND CONDITIONS

1. The child and I agree to the policies, rules and regulations of the Children's Center as written in the *Parent Handbook*, I understand the Children's Center reserves the right to dismiss a student at any time and for any reason, and that neither the *Handbook* nor this document limit that right. Copies of the *Handbook* are available in the office.
2. I recognize the Children's Center may not be open on all dates set forth in the Children's Center calendar for varying reasons, including, but not limited to, weather and/or the inability to use facilities. **There will be no deduction in tuition for snow days, breaks, holidays, illnesses or absences.**
3. I agree to pay all fees for the program(s) in which my child is to be enrolled, according to the current tuition.
4. I agree to pay the amount of tuition determined at the time of enrollment each week without deductions for absences or Center closings, plus any additional tuition due according to my child's attendance each week. Weekly child care tuition is due on **Monday morning** of the week your child comes (in advance of care), or the first day your child attends in that week and considered late after Tuesday. Payments may, also, be made every two weeks or monthly (in advance). A monthly payment must be adjusted when there is a 5-week month. I understand that a late fee of \$15.00 will be assessed each week that my account is in arrears. Any returned check will be subject to a \$35.00 fee. I agree that if tuition is not paid according with this contract, Loving Arms has the right to refuse admission of my child to class/childcare. The Children's Center cannot carry any account in arrears more than one week. If collection becomes necessary, I agree to pay all reasonable collection costs, including attorney fees. All checks, money orders, etc. should be made out to Loving Arms Children's Center.
5. After two late payments, I will be required to bring my account current and to use electronic payments for convenience and to ensure timeliness, or pay in cash a week in advance each week. The Center has an electronic payment plan. A Joyful Response Vanco electronic payment agreement form is available in the office.
6. Prior to or upon signing this contract, I will pay the Children's Center a non-refundable registration fee of \$100.00 for Childcare and Preschool, this will reserve a space for my child for 60 days. **An annual registration fee of \$75.00, per family, will be charged on January 1st of each year thereafter.**
7. I agree that enrollment as specified within this contract may be canceled by the parent or legal guardians without penalty (except forfeit of the registration fee, any tuition and other fees already collected) with a **2 weeks written notice to the Director for all students. If the 2-week notice is not given to the Director, I will be responsible for those 2 weeks tuition, regardless of attendance.**
8. I understand that the Children's Center closes at 5:30 PM daily and my child needs to be picked up by this time. A late fee of \$10.00 will be charged for all pickups after 5:30 p.m. and then an additional \$2.00 fee for every minute that they are late/early will also be assessed.
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10. After a child has been enrolled for 12 months, they are allowed one week's vacation for which you won't be charged for. A second child discount is offered – 10% off the oldest child.

My signature below confirms that I have read this contract and accept its terms and conditions.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

You may deposit your payments in the mail box located in the hall. Thanks.