ENROLLMENT AGREEMENT – 2017/2018 School Year

Name of Child:_____ Date of Birth:_____ Date of Admission:_____
Classroom:_____ Full or Part Time:_____ Days in Attendance:_____

Approximate Arrival/Departure Times:_____

Weekly Tuition Amount:_____ Payment Due Date:_____

This Enrollment Agreement is for childcare services provided by Precious Friends of St. Gianna Childcare Center and is between Precious Friends and _____ (parents).

Precious Friends requires a $100.00 registration fee at the time of enrollment to guarantee a place for your child in a classroom.

- Monthly tuition is to be paid through the TADS Tuition Management System. A late fee of $29.00 shall be charged for tuition payments received after the due date.
- Monthly tuition is non-refundable regardless of holidays, illness, vacation, inclement weather or "acts of God".
- Precious Friends of St. Gianna Childcare Center **will be closed** on the following days:

The Thursday and Friday prior to Labor Day weekend (staff in-service days to clean and ready classrooms for the fall semester)

Labor Day	Presidents Day(staff in-service day)
Thanksgiving and the Friday following	Good Friday
*Christmas Eve through January 1	Memorial Day
Martin Luther King Jr. Day(staff in-service day)	Independence Day

Parents **will not be charged tuition for the week between Christmas Eve and New Years Day.*

- The Center will open at 7:00 a.m. and close at 6:00 p.m. daily. A fee will be charged for any child not picked up by the closing time. This charge shall be $10.00 for the first 5 minute period and then $1.00 for each minute thereafter. Consistent lateness will be cause for the child's dismissal from the Center.
- At the time of Enrollment, the child shall be scheduled for specific days and times. Additional days may be added for an additional fee; however, the Director must be notified 24 hours in advance to approve the added day. Additional days are offered based on enrollment and staffing and may not always be available.
- The Center requires four weeks written notice of withdrawal. If written notice is not provided, you agree to pay the tuition for the time period.
- The Center reserves the right to deny, cancel, sever or suspend a child's enrollment at any time, if in the Director's sole discretion; such action is deemed to be in the best interest of the child or the Center.
- Children may NOT attend the Center while ill. Children who become ill while at the Center MUST be picked up immediately. Please refer to the Parent Handbook for guidelines. If the child will be absent, please report the absence to the office by 9:30 a.m.

I understand the terms of this Agreement and agree to be bound by them. I further agree to update all information whenever changes occur or every 6 months at a minimum.

Signature of Parent:_____ Date:_____

Signature of Parent:_____ Date:_____

Signature of Director:_____ Date:_____

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6 Month Periodic Review:

Signature of Parent:_____ Date:_____