

TIPP CITY ENRICHMENT PROGRAM

ENROLLMENT AGREEMENT: _____ SCHOOL YEAR/SUMMER PROGRAM

Grade: _____

School: _____

Child's Name: _____ Boy Girl

School Year Tuition: _____

Parent Name: _____
(Guardian/Custodial Parent) (Please Print)

Summer Tuition: _____

PT: 1-3 days FT: 4-5 days

\$10.00 Discount for 2nd child

I. Attendance Information:

A. Beginning Date: _____

B. Scheduled Days of Attendance: _____

Please let the office know of any schedule changes

Pre-K Enrichment (Monday thru Friday) (please check)

K-Enrichment (Monday thru Friday)

Before School ___M ___T ___W ___Th ___F

After School ___M ___T ___W ___Th ___F

Summer ___M ___T ___W ___Th ___F

II. Further Information:

A. NSF/Returned Checks:

- 1. A \$25 NFS Fee will be charged to your account for a returned check.
2. NFS Checks may result in your account being placed on a "Cash or Money Order Only" status.

B. Closings:

- 1. Site will be open regular school days from 6 am to 6 pm unless inclement weather makes it impossible.
2. Site will be closed on the following holidays: New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day.

If Holiday falls on Saturday, the site will be CLOSED on the Friday before. If the Holiday falls on Sunday, the site will be CLOSED the following Monday.

C. Early Dismissal, School Delays & No School:

- 1. Site will be open on these days unless inclement weather makes it impossible.

D. Withdrawal Policy:

- 1. One week notice of disenrollment is required.

E. Late Pick-Up:

- 1. Chronic late pick-up will result in late fee of \$1 per minute over closing time.
2. Repeated offenses may result in termination of services.

III. Tuition Charges & Fees:

A. Registration Fee: A non-refundable registration fee of \$_____ (per family) is due at time of enrollment.

B. Fee Schedule: Weekly tuition payments are due in advance, by Friday of each week for the following week.

C. Arrears: Accounts two weeks in arrears may result in immediate disenrollment; however, upon payment, enrollment may be reinstated.

G. Payments: Tuition payments may be made by cash, check or money order.

IV. Other Terms

A. Parent Handbook: I agree that I have received a copy of the Parent Handbook with this Enrollment Agreement. I acknowledge and will abide by the policies in the Parent Handbook which is incorporated into this Enrollment Agreement.

B. Information: I understand if there is a change in the information provided by me for this Enrollment Agreement, I agree to update such information with the Director's office.

C. Transportation: I understand I must notify the Director's office, my child's school and teacher of any changes in transportation or attendance schedule. The Director's office will contact transportation (bussing).

D. Illness: If my child is ill, I agree to call the site to let them know my child will not be attending. I also agree that if my child is or becomes ill while at the site, I will pick up, or make arrangements to have my child picked up, if I am requested to do so by the director or staff.

E. Disenrollment: I understand services may be terminated at any time without notice as deemed necessary or appropriate, by the management.

V. I give permission for my child to be photographed.

YES NO
(Please circle your response)

I have read, understand and accept the above terms and conditions described in this Policy & Tuition Agreement. I understand this is a legal and binding agreement.

Parent (Guardian or Custodial Parent)

(Signature)

Date: _____