

TIPP CITY ENRICHMENT PROGRAM

ENROLLMENT AGREEMENT: \_\_\_\_\_ SCHOOL YEAR/SUMMER PROGRAM

Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Boy  Girl

Parent Name: \_\_\_\_\_

(Guardian/Custodial Parent) (Please Print)

Phone # for One Call Now: \_\_\_\_\_

School: \_\_\_\_\_

School Year Tuition: \_\_\_\_\_

Summer Tuition: \_\_\_\_\_

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

\$10.00 Discount for 2<sup>nd</sup> 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: \_\_\_\_\_