

## Parent Handbook Verification Page

Please reach each of the following policies and initial that you have read and understood each of our policies.

\_\_\_\_ I have read and understood the Hours of Operation

\_\_\_\_ I have read and understood the Licensing Statement

\_\_\_\_ I have read and understood Criteria for Enrollment

\_\_\_\_ I have read and understood the Tuition and Payment Policy

\_\_\_\_ I have read and understood the Nap and Rest Time Policy

\_\_\_\_ I have read and understood the Discipline Policy

\_\_\_\_ I have read and understood the Biting Policy

\_\_\_\_ I have read and understood the Emergency Closure Policy

\_\_\_\_ I have read and understood the Sick Exclusion/Illness Exclusion Policy

\_\_\_\_ I have read and understood the Withdraw and Dismissal Policy

\_\_\_\_ I have read and understood the Holiday, Vacation and Sick Days Policy

\_\_\_\_ I have read and understood the Policy Addition and Changing Policy

I, \_\_\_\_\_ received a copy of The Children's Enrichment Handbook on \_\_\_\_\_. I agree to read this handbook in its entirety and to become familiar with all policies set forth by The Children's Enrichment Center. I agree to adhere to all policies and procedures.

Signature \_\_\_\_\_

Director Signature \_\_\_\_\_

## The Children's Enrichment Center Tuition and Payment Contract

### \_\_\_1. Enrollment/Tuition

I am enrolling my child(ren)\_\_\_\_\_in The Children's Enrichment Center.

My child will be attending as follows:

Day	Part Time	Full Time	Drop Off	Pick Up	After School
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

All changes must be approved by the Director prior to taking effect. Changes in my schedule may affect tuition. I agree to pay \$\_\_\_\_\_the Friday before my child attends each week. My child will be immediately withdrawn from the program should I be two weeks delinquent with my payment. I must pay in full before my child will be permitted to return to class. My child's spot in their classroom will not be held.

### \_\_\_2. Enrollment Fees

I understand that there is a non-refundable registration fee of \$35 per child due at the time of enrollment. If my child is withdrawn from our program for more than six months I understand that another \$35 fee will be assessed. I agree to pay first and last week's tuition upon enrollment. First and last week's payment are non-refundable and will be applied to any remaining balance upon withdraw or dismissal.

### \_\_\_3. Late Fees

I understand that a late fee of \$35 will be assessed to each account that is not paid by Monday of the week of service. I understand that my child can be dismissed from care upon discretion of Management for late and/or no payment.

### \_\_\_4. Year End Tax Statements

I understand that a year end tax statement and EIN will not be given out if an account has a balance. This information will be provided when the account is paid in full.

**\_\_\_ 5. After School Care**

I understand that After School care tuition is to be paid in full by the first of each month for the entire month.

**\_\_\_ 6. Holiday/Vacation/Sick Day Tuition**

It is the policy of The Children's Enrichment Center that all families are required to pay tuition rates if children are in attendance or not.

**The Children's Enrichment is closed the following days each year:**

**New Years Eve (closed at Noon)**

**New Years Day**

**Memorial Day**

**The Week of Independence Day (dates vary from year to year)**

**Labor Day**

**Thanksgiving and Friday after Thanksgiving**

**The Week of Christmas (dates vary from year to year)**

The Children's Enrichment Center reserves the right to close any other day of the year at the discretion of Management. A written notice will be given to each parent within 30 days of the closing date.

The Children's Enrichment Center allows families two weeks of vacation tuition free that children **are not in attendance**. One week may be used between the months of March through August and one week used between the months of September through February. A two weeks written prior notice must be given to Management before the date of vacation. Vacation weeks **may not be used retroactively and may not be**

**credited after time period has passed.** Upon withdraw or dismissal unused vacation weeks **will not be paid out.** If there is an unpaid balance on your family's account vacation time will not be granted.