

# Enrollment Agreement - Wee Wonders Children's Academy

## Rate Agreement and Contract

Child's name

Birth date

### Hours of Operation

Regular operating hours are 8:00 AM - 5:00 PM except closings for various holidays, and inclement weather as described in the Family Handbook. Please consult the current calendar for holidays. There is no reduction in tuition as a result of center closures.

The procedure to notify families should severe weather or other conditions prevent the program from opening on time or at all will be announced on WONDER SCHOOL. If it becomes necessary to close early, we will contact you or someone listed in the *Emergency Contact and Release*, and it will be your responsibility to arrange for your child's early pick up.

### Scheduled Attendance

The days and hours that I wish to contract for child care are as follows:

Day of week	Start time	AM/PM	End time	AM/PM	Comments
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Tuition is due and payable by the 1st of each month on a monthly basis.

### Fee Policy (to be completed by staff; reviewed and initialed by the parent/guardian/sponsor after completion)

- Starting on _____ a fee of \$ _____ is due	<input type="checkbox"/> weekly. <input type="checkbox"/> bi-weekly. <input type="checkbox"/> monthly.	Initial _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
- Tuition is due and payable by 8:00 AM on the 1st of each month.		
- Tuition is not subject to discounts for holidays, emergency closures (i.e., weather or pandemic), scheduled school closures, or absences.		
- I agree to pay the full tuition in advance of services rendered.		
- I agree to pay the full tuition fee even if my child is absent for one or more days.		
- A late fee of \$50/DAY is due if tuition is not received on time.		
- A non-refundable registration fee of \$150 is due yearly.		
- A late pick up fee of \$5 per minute per child (not to exceed \$75 per child) is due if my child is not picked up before closing.		

- Accounts two weeks in arrears may result in immediate termination of service.
- My child may have the opportunity to participate in a special program or field trip that may have an additional fee due before the day of the event. A specific permission slip may be required.
- All returned checks or ACH transactions (automatic debits) will be charged a fee of \$35. Two or more returned checks or ACH transactions will result in my account being placed on "money order only" status.
- A 2-week written notice is required for any child being withdrawn from the program. Failure to provide notice in writing will result in forfeiture of tuition deposit.
- A receipt for income tax purposes will be provided.

## Other Agreements

### Private Employment Acknowledgement and Release

Any arrangement/employment between me and staff of this center (i.e., babysitting), outside of the programs and services offered by this center, is an individual endeavor and private matter not connected to or sanctioned by this center. This center shall remain harmless from any such arrangement.

Initial \_\_\_\_\_

### Media Release

Occasionally, photos will be taken of the children at the center for use within the center or on our website and/or newsletters. Please indicate that you authorize the use and reproduction of photographs of your child in conjunction with the program.

Initial \_\_\_\_\_

Parent initial \_\_\_\_\_ Staff initial \_\_\_\_\_ Date \_\_\_\_\_

# Enrollment Agreement Education Program

Early Child

## Other Agreements *(continued)*

Child's name

Birth date

## Walking Excursions

I give my permission for my child to participate in supervised walking excursions near and around the center.

Initial

## Handbook Acknowledgement

I understand and agree that it is my responsibility to read and familiarize myself with policies and procedures outlined in the Family Handbook and agree to abide by them.

Initial

I understand that it is my responsibility to go directly to management with any questions I may have regarding the policies and procedures and information contained in this Enrollment Agreement.

Information contained in the Family Handbook may be subject to change.

## Contract Approval

I certify that I have read, understand, and accept all of the terms and conditions described in this *Enrollment Agreement*.

Primary Parent/Guardian/Sponsor Signature

Date

Center Staff Signature

Date