

## ENROLLMENT APPLICATION AND POLICY AGREEMENT

*Please complete and submit with One-Week Tuition Pre-Payment and \$50.00 Registration Fee to enroll.*

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Street Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_

1. Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Home Street Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Work Place \_\_\_\_\_ Work Phone \_\_\_\_\_

2. Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Home Street Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Work Place \_\_\_\_\_ Work Phone \_\_\_\_\_

Referred By \_\_\_\_\_ Start Enrollment Date \_\_\_\_\_

Daily Schedule: Mon  Tue  Wed  Thu  Fri

**REGISTRATION FEE & ONE-WEEK TUITION PRE-PAYMENT** - A \$50 registration fee is due with a one-week tuition pre-payment for the final week of enrollment, regardless of whether the child attends the center. The registration fee and one-week tuition pre-payment are not refundable under any circumstances. There are no cash refunds.

**TUITION PAYMENT OPTIONS** –  Weekly - Only via EFT. Payments are charged/drafted on MONDAYS. (please check one) RTPA form must be filled out and submitted before child's enrollment begins.  
 Monthly\* – Clients will receive an invoice on the first MONDAY of the month for the month's tuition. Payments are due on the first FRIDAY of each month.  
*\*Payment is determined by the number of Mondays per month times the weekly tuition.*

**LATE PAYMENT FEES** - Late payments will be subject to a 10% late fee. Checks or drafts returned for non-sufficient funds will be subject to a \$25 fee.

**LATE PICK UP FEE** - A late fee of \$5 for every 5 minutes or fraction thereof is due if child is not picked up by 6:00PM. Police will be notified if child is not picked up by 7:00PM.

**ABSENCES** - Full tuition is expected for any absences. This includes, but is not limited to: sick days, holidays and weather closings. Children may not switch scheduled days due to these absences.

**WITHDRAWAL/ENROLLMENT CHANGE** - A two-week written notice is required for all withdrawals. The initial one-week tuition pre-payment will be applied to your remaining invoices. No cash refunds will be given. A two-week written notice is required for all enrollment changes.

**MANDATORY FORMS** - The following forms are required before enrollment:

- CT Early Childhood Health Assessment Record - Signed by physician within the past 12 mos. & updated annually
- Emergency Medical Care Form & Emergency Care Permission Slip
- Enrollment & Policy Agreement (this form)

**PHOTOS** - Parent/Guardian agrees to allow use of photos that include their child(ren) on the T&CELC Facebook page.

Parties agree the non-refundability of the registration fee and one-week tuition pre-payment is reasonable compensation to Town & Country Early Learning Centers for damages suffered as a result of the withdrawal and is not intended as a penalty.

I UNDERSTAND THAT THIS IS OUR FORMAL CONTRACT. I HAVE DISCUSSED THE DISCIPLINE POLICY AND HAVE REVIEWED AND UNDERSTAND THE POLICIES AND OTHER INFORMATION CONTAINED IN THE PARENT HANDBOOK.

\_\_\_\_\_  
 Parent/Guardian's Signature Date

\_\_\_\_\_  
 Director's Signature Date