

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&CELCE 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