TOWN & COUNTRY
EARLY LEARNING CENTERS

ENROLLMENT APPLICATION AND POLICY AGREEMENT

Please complete and submit with One-Week Tuition Pre-Payment and $100.00 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 $100 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. If the child does not start after 6 months, an additional one-week prepayment will be required to secure enrollment. If the child does not start after 12 months, the registration fee and all prepayments will be forfeited. The registration fee and one-week tuition pre-payment are not refundable under any circumstances. There are no cash refunds.

TUITION PAYMENT OPTIONS – (*please check one*)

☐ Weekly - Only via EFT. Payments are charged/drafted on MONDAYS. 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 $5.00 late pick-up fee will be charged for each 5 minute interval or fraction thereof past the 6:00 PM closing time. The fee will be based on the time of departure. 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 T&CELC social media pages.

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

_____ _____

Parent/Guardian's Signature Date Director's Signature Date