

## Enrollment Agreement

### Pre-enrollment Conference

Before a child may be enrolled, the parents/guardians of the child will be given an orientation of the Center and the school program, which will include the following: The Parent Handbook, Policies and Procedures, and the Tuition Contract.

### Requirements for Enrollment

Our program begins with children 6 weeks old and continues through kindergarten. He or she must have the ability of managing personal clothing, self-feeding, and performing other self-care skills expected from this age level. It is necessary that the child have the maturity to adjust to the school program within a reasonable length of time. Potty Training is available for an additional cost.

### Enrollment Suspension or Terminated Enrollment

The following may create a just cause for a child to be suspended from school or, for extreme cases, enrollment may be terminated:

1. The child's inability to adjust to school.
2. Continued behavioral problems.
3. Continued tardiness or absences.
4. Lack of cooperation from the family in settling financial problems or not complying with policies and procedures.
5. Continued delinquent tuition.

### Tuition Credit

1. There is **no credit** for the days that the school is closed as listed in the Parent Handbook.
2. There is **no credit** for sick days.
3. There is **no credit** for vacations taken during the school year.
4. In withdrawing a child from our program, a **two (2) week notice is given in writing**.
5. Registration fees are non-refundable.
6. **More than one child in the family:** There is a 5% **tuition discount** for each additional child enrolled within the same family.

### Tuition Payment

1. Monthly Tuition Payments will be through FACTS Tuition Management Program.
2. Semiannual and Annual Tuition Payments are paid directly to Little Flower Educational Child Care.
3. Late and traffic fees will be paid directly to Little Flower Educational Child Care.
4. Potty Training is paid through our FACTS Tuition Management Program on a monthly basis.
5. Parents or guardians are responsible for the balance of all tuition and fees including those who participate in subsidized tuition by a special agency such as MAOF.

### Penalty Fees

1. If there is insufficient funds when FACTS attempts to withdraw tuition, there will be a penalty of \$30.
2. School Day: Children may be dropped off at 8:00 a.m. or after and be picked up at 2:00 p.m. or before. A \$25.00 early/late fee for every 15 minute increment before/after the agreed time.

- a. Example: A \$25 fee will be given if the child is dropped off at 7:59AM or picked-up at 2:01PM. A \$50 fee will be given if the child is dropped off at 7:44AM or picked-up at 2:16PM.
- 3. **Full Day:** Children may be dropped off at 7:00 a.m. or after and be picked up at 4:00 p.m. or before. A \$25.00 early/late fee every 15 minute increment before/after the agreed time.
  - a. Example: A \$25 fee will be given if the child is dropped off at 6:59AM or picked-up at 4:01PM. A \$50 fee will be given if the child is dropped off at 6:44AM or picked-up at 4:16PM.
- 4. **Extended Day:** Children may be dropped off at 6:30 a.m. or after and be picked up at 6:00 p.m. or before. A \$25.00 early/late fee every 15 minute increment before/after the agreed time.
  - a. Example: A \$25 fee will be given if the child is picked-up at 6:01 PM. A \$50 fee will be given if the child is picked-up at 6:16PM.
- 5. Frequent occasions of overtime may require an **adjustment of the program time-frame or other arrangements made.**
- 6. There will be a **\$25.00 charge** for all returned checks. After the **second occurrence** of a returned check, all future payments must be made on a cash, money order, or cashier's check basis only.

I have read and agree to comply with this enrollment agreement.

_____	_____
Parent/Guardian Signature	Date

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Printed Name of Parent/Guardian