



Enrollment Agreement

Child's Name _____ **Date of Birth** _____

Parents Name _____
Address _____ Phone _____

Description of Program (circle all that apply):

FULL TIME PART TIME

Days of week attending (circle): MON. TUES. WED. THURS. FRI.

Estimated Hours of attendance: _____

Weekly Tuition Rate:

Child's Name _____	Program: _____	Weekly Tuition: _____
Child's Name _____	Program: _____	Weekly Tuition: _____
Child's Name _____	Program: _____	Weekly Tuition: _____

Registration Fee and Security Deposit (One-time payment- non-refundable):

Tuition

At Growing Generations, we offer two forms of payment, Electronic Funds Transfer through Tuition Express or Check. All clients will be billed on Fridays for the following week of care unless a holiday or center closure inhibits us from charging and then tuition will be billed prior. There will be a late fee of \$10.00 per day for each day the payment is late. A late payment is any payment made after 6:00pm on the day tuition is due and any day thereafter. If payments are more than 5 days overdue, the enrolled child will not be able to participate at Growing Generations until all payments are received. Payments that are returned through Tuition Express will incur a \$35 fee and returned checks will incur a \$35.00 fee. We reserve the right to turn your account over to a collection agency if you have left the center with an outstanding balance and have not responded to our attempts to resolve the matter promptly. Full tuition is due when children are absent and when Growing Generations is closed due to a holiday or severe weather closure.

With every age group change, DHS requires new health forms as well as Growing Generations requires a new Enrollment Agreement. If your child is changing an age group and you have a

new tuition rate that will take place, we will drop your tuition rate when we receive your forms in their entirety.

Non-school day Tuition

Non-school day registration will be open to all enrolled families first. After the deadline given, it will be opened to non-enrolled families. After that deadline, space is not guaranteed if you have not registered. Full tuition will be due for any non-school days that you registered for regardless of attendance. No additional charges will be placed on your account if you do not attend non-school days, but you will still be charged your normal rate for the week. If you register for a non-school day and do not attend you will still be charged the out of school rate unless you have given a two weeks' notice of cancelation of the non-school day.

Security Deposit

If a family would like to hold a spot in one of our programs we will require the registration fee of \$125.00 as well as the security deposit of one week of tuition. The registration fee is non-refundable. Security deposits are required to reserve a spot for your children, this consists of one week's tuition per child. This deposit will be refunded if 30 days' notice is given to the center, you have been actively enrolled for 30 days, and there is no outstanding balances. Your deposit will be mailed to you once your account is paid in full and cleared by the bank. If you add a sibling to our program, an additional security deposit will be required for that student.

Registration

A registration fee of \$125.00 per family is due at the time of enrollment. This is a one-time fee and is not refundable or applied to tuition. If there is any break in tuition, we will assess a new registration fee.

Late Fees: There will be a late fee of \$10.00 per day for each day the payment is late. If payments are more than 5 days overdue, the enrolled child will not be able to participate at Growing Generations until all payments are received. If you are continuously late making your tuition payments, Growing Generations reserves the right to suspend care until payments are made on time.

Returned Payments: Payments that are returned through Tuition Express will incur a \$35 fee and returned checks will also incur a \$35.00 fee. We reserve the right to turn your account over to a collection agency if you have left the center with an outstanding balance and have not responded to our attempts to resolve the matter promptly. If you have two or more declined payments, you will be required to pay by money order or cash for your tuition moving forward.

Vacation

Families that have been enrolled at Growing Generations for 6 months will receive 2 weeks of vacation at 50% off their full weekly tuition. Vacation weeks will be renewed each year on January 1st as long as there is no break in enrollment. If there is a break in enrollment, families must fulfill their 6 month enrollment requirement. These weeks must be taken in a Monday-Friday sequence. Children must not be in attendance during the vacation week. Families must

notify Growing Generations 2 weeks in advance when taking this vacation time. Our Family Vacation Request Forms can be found at the front desk. If you add a sibling to the program, that sibling must fulfill the 6 month enrollment requirement to earn vacation.

Withdrawal and Schedule Changes

Growing Generations requires a notice of 30 days before the withdrawal or schedule changing request of an enrolled child at the center. If the child is withdrawn without proper notice, the security deposit will not be returned and you will be billed to the account on file for the remaining term of your contract. If the director of the center determines that the child is unsuited for the centers environment, the parents will be consulted. Within 2 weeks of this meeting, the child will be withdrawn and all agreements will be terminated. Your security will be returned.

Late Pick Up

Late pick up fees will be assessed when a child is picked up after 6:00pm or more than one hour after notified of illness. The families' first occurrence will be billed at \$1.00 per minute per child. Any additional occurrences will be \$2.00 per minute per child. This fee will be added to your bill if due to illness, otherwise it is to be paid in cash to the staff person required to stay with your child. If the child is not picked up by one half hour after closing or one hour after notified of illness and every effort has been made to contact the parents and alternative persons, Growing Generations will be required to call the Washington County Sheriff's Office where they will then take appropriate measures

If the parent/guardian fails to make the full payment in a timely manner, the parent/guardian will be responsible for all costs incurred in the collection of those payments. The costs include but are not limited to: fees charged by a collection service, related legal fees and court costs.

The signature of the parent/guardian to this contract is an agreement to abide by the written policies of Growing Generations Child Development Center. Growing Generations may make changes to the written policies from time to time. Parents will be notified in writing of any policy changes no less than two weeks before their effective date. It is the responsibility of the parent/guardian to be aware of any changes made to the written policies of the center.

Signature of Mother/Guardian _____ **Date:** _____

Signature of Father/Guardian _____ **Date:** _____

Signature of Director _____ **Date:** _____