



PARENT CONTRACT AND ENROLLMENT AGREEMENT

Child's Name: _____ Birthdate: _____

Contract Period: From July 1, _____ to June 30, _____ Enrollment Date: _____

Fees

-There is a \$100.00 non-refundable enrollment fee for all first time enrollments, payable with your completed pre-enrollment form. Your weekly tuition fee of \$355/ \$375 is to be paid in advance and is due on Friday for the following week. Payment of your weekly tuition is expected no later than close of business on Tuesday. After that day your account will be charged a late payment fee of \$25.00 per week. Failure to pay your tuition or any other charges when due gives The Nursery at Our Lady of Sorrows the right to terminate child care services after one week.

-A security deposit equal to two weeks tuition is required prior to enrollment. The security deposit may be used for the last two weeks of care providing proper 30 day notice was given and your account is in good standing.

-The Nursery at Our Lady of Sorrows' operating hours are from 7AM to 7PM Monday through Friday. You must notify The Nursery if you will be picking up your child late. The fee for late pick ups is \$1.00 per minute after 7PM.

-The charge for returned checks is \$35.00. After two returned checks, only cash or money orders will be accepted.

-There will be no adjustments to your weekly tuition for any reason, including holidays, sickness or vacation days.

-Payment is expected in full on Friday for the next week.

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Center Closings

Holidays

The Nursery is closed for the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving (Wed at Noon, all day Thursday and Friday)
- Christmas Eve and Christmas Day

If a holiday falls on a Saturday or Sunday, The Nursery will close on Friday or Monday.

Snow Days / Emergency Closings/ Other Closings

While every effort will be made to keep the center open, for the safety of our staff, parents and children, due to severe inclement weather or if there is some unforeseen emergency, The Nursery will be closed at the discretion of the Director in conjunction with the Pastor of Our Lady of Sorrows. We will notify parents as early as possible regarding any such closings. Parents are required to arrange pick up for their child within one hour of being notified to avoid late pick up fees.

Family Vacations

Please notify us in advance when you plan to take vacation. You are expected to pay the full weekly tuition and prepayment should be made to avoid late fees or losing your spot.

Training

Two or three times per year The Nursery staff will participate in trainings. On those days The Nursery may close early. On-going staff training is necessary so that we can provide the best possible care for your child.

Parent's signature: _____ Date: _____

Parent's signature: _____ Date: _____

Child's Name: _____

PARKING REGULATION

THERE IS ABSOLUTELY NO STOPPING, NO STANDING AND NO PARKING ON ACADEMY STREET. PARKING IS ONLY PERMITTED IN THE PARKING LOT LOCATED ON 4TH STREET. PARENTS ARE REQUIRED TO INFORM ANYONE PICKING UP OR DROPPING OFF AT THE NURSERY OF THIS REGULATION. POLICE WILL BE CALLED IF NEEDED TO ENFORCE THIS REGULATION AND ENROLLMENT MAY BE TERMINATED WITHOUT NOTICE. Commuter parking is available. A placard or sticker will be provided for registered cars once license plate number has been given to the office. Any car left in lot without a sticker and/or being registered will be ticketed. Commuters must park above the yellow line.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

TERMS OF THIS CONTRACT

This contract is good until June 30, 2013. Forty Five days prior to expiration of this contract, either party may terminate services or sign a new contract for another year. The fee for contract renewal is \$50.00. You will be notified in advance, in writing of any changes in fees. This contract can be terminated by either party provided 30 days written notice is provided to The Nursery and/or parents. When 30 day notice is given and account is in good standing, the two week security deposit given at enrollment will be applied to the final two weeks fees. No exceptions can be made.

Parents agree to pay all costs, expenses and fees incurred by The Nursery at Our Lady of Sorrows in enforcing this contract, including but not limited to, collection expenses, court costs, and attorney's fees. Signing below indicates that you have read and fully understand the terms of this contract.

I (We) have read and fully understand the terms and conditions of this contract and agree to abide by all policies stated. The terms of this contract can be revised by The Nursery with 60 days written notice.

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

For Office Use:

Enrollment fee paid _____
Security Deposit paid _____
Medical forms _____
Handbook acknowledgement _____

Application Date _____
Scheduled Start Date _____
Actual Start Date _____