

ENROLLMENT CONTRACT

It is my desire to have my child/children enrolled in the daycare program at **Calvary Christian Preschool & Daycare**. I have received a copy of the policy handbook. I have read, understand and agree to abide by the policies contained therein. I also understand that my child is being accepted on a two week trial basis. During this time, the staff will make observations and evaluations pertaining to the child's ability to adapt to the daycare surroundings. Unless otherwise notified, the child/children will be accepted and enrolled. I further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the daycare program. I also agree to a maximum of one week vacation allowance to use within the year. I also agree to give a minimum of two weeks written notice (ten full daycare days) of my intent to withdraw my child/children from the daycare program. If two weeks notice is not given, I agree to make full tuition payment for the final two weeks. If two weeks notice is not given, I/we agree to make full tuition payment for the final two weeks. Unpaid vacation/sick days cannot be applied to the final two-week period.

Please **initial** next to each item. We want to be sure you **understand and agree** to these policies.

_____ I understand that I must provide a completed medical form to the daycare with shot records..

_____ I understand the daycare fees are _____ for weekly tuition.

_____ I understand tuition payments are due every Friday by 11 am. I will accrue a \$25.00 late fee if not paid by Monday at 11 am and my child will not be allowed to be dropped off if tuition is not paid by the following Friday . The tuition payment is for the coming weeks services.

_____ I have contracted for the hours of _____ to _____ .

_____ I understand the late pickup/early drop off fee is \$1.00 per minute.

_____ I understand the pick up policy for other than parental pick up.

_____ I understand the illness policy.

_____ I an aware that the center will be closed for all major holidays and agree to make other arrangements.

_____ I understand the behavior policy and I have read and shared the daycare rules with my child/children.

_____ I understand the returned check policy of \$25.00 insufficient funds. There after only money orders will be accepted.

_____ I understand that if I don't make all tuition payments on time that my child may be withdrawn from the center without further notice.

_____ I understand I am responsible to maintain an extra change of clothes for my child to be left at the center at all times in case of an accident.

_____ I understand that if my child is not potty trained that I am responsible for supplying my own diapers and wipes and that if I don't, the center will charge me \$1.00 for every borrowed diaper and .50 for every changing that center supplied baby wipes are used.

_____ I agree to call my child out absent each and every day that my child will not be attending.

_____ I understand that the center is not responsible for my child's clothes being damaged due to fun messy activities. I am aware that I have been instructed to not dress my child in expensive clothes.

Calvary Christian Preschool & Daycare

Parent

Date