

**ENROLLMENT AGREEMENT**

Name of Child (Last, First, Middle Initial) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TUITION and FEES**

**I have enrolled my child in the following program:**

 Full-Time childcare for 40+ hours ($175 wk\*)

 $5 per hour for \_\_\_\_\_\_ hours per week on:

 M Tu W Th F from \_\_\_\_am/pm to \_\_\_\_ am/pm

\**DRC tuition and fees are billed at a weekly rate. Tuition and Fees are to hold a child’s spot within the childcare environment and will not be prorated for days missed or vacations. Any hours over your agreed upon schedule will be charged at $5 per hour.*

**Please initial each section below:**

\_\_\_\_\_ REGISTRATION FEE: I understand that a non-refundable registration fee of $50 shall be paid in advance to enroll my child. A $50 re-enrollment fee is due at the beginning of each new year of care.

\_\_\_\_\_ TUITION and MODIFICATION CONDITIONS: DRC follows state specified time frames on tuition and modification notices.

\_\_\_\_\_ DISCOUNTS: I understand that I am able to receive a 10% scholarship on quarterly tuition following participation in DRC’s quarterly family workshops. A discount of 10% will be given to each sibling after the first child is enrolled. This discount will be applied to the child with the lowest tuition rate.

\_\_\_\_\_ PAYMENT OF TUITION: I understand that tuition is due/payable on the first day of attendance each week.

\_\_\_\_\_ LATE or UNPAID TUITION: If payment in full is not received on date due, I agree to pay a late fee of $5 for each day that tuition is not received. I understand that if my tuition is delinquent for one week, I may be asked to withdraw my child from care until my account is made current. DRC is unable to guarantee the child’s spot will remain available during this time. Any unpaid tuition fees may be sent to a third-party agency or collection.

\_\_\_\_\_ AGENCY REIMBURSEMENT: I understand that I am solely responsible for any tuition and late fees in excess of any third-party reimbursement in accordance with the applicable contract. I am solely responsible for communicating any changes in my status that would affect agency reimbursement, and I am solely responsible for any tuition and fees that may occur within this communication gap. If I do not properly enter my child’s attendance for any day my child is in care, I understand that I am solely responsible for the tuition.

\_\_\_\_\_ LATE PICK-UP CHARGES and PROCEDURES: DRC is open from 6a-6p, Monday through Friday all year, accept applicable holidays as outlined in the handbook and posted on desertrockpreschool.com. I understand that If I do not pick up my child by 6pm for full-time enrollments, I will be charged a late fee of $5 for every 5 minutes, per child, until the child is picked up. Families who pay hourly will be charged late fee after scheduled pick up time.

\_\_\_\_\_ RETURNED CHECKS: I understand that a processing fee of $25 will be charged to my account in addition to the applicable bank fees for each check that is returned for any reason. I understand that non-sufficient funds (NSF) checks may be processed electronically up to three times. If more than two checks are returned as NSF within a six month period an alternate method of payment will be required for all future payments.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_