Your Program Name

Sample Contract or Enrollment Agreement

The following is an agreement between YOUR PROGRAM NAME

And \_\_\_\_\_\_Parents\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. I agree to pay tuition on Monday for the current week, if paying weekly. Late charges will be automatically added at noon on Wednesday.

OR I agree to pay on the 1st of the month if paying monthly. Late charges will be added at noon on the 3rd of the month.

1. I agree to pay a $15 per week late charge until tuition is paid in full.
2. I understand that when my account is more than 2 weeks in arrears, you reserve the right to withdraw my child from the program until my account in current.
3. I agree to pay $10 for the first 5 minutes and $3 per minute after that per child for staying past our closing time of 6PM.
4. I agree to pay a $45 check return fee on any check returned by the bank for Non-sufficient funds (NSF). I understand that you reserve the right to ask for cash only in place of checks.
5. I understand that my child’s tuition reserves a place for my child at your program and that there is no credit given for days missed due to sickness or otherwise beyond the allotted vacation/sick credit.
6. I understand that I will receive 2 weeks vacation/sick time after my child has been enrolled for 6 months.
7. I am aware of the scheduled holidays that you are closed and that no tuition credit is given for these days. (days listed in Handbook)
8. I agree to give you 1 month notice BEFORE withdrawing my child. I agree to pay 1 months tuition if notice is not given.
9. In the event that my account is sent to collections, I understand that you reserve the right to charge my account the full cost of collections.

**This program reserves the right to drop a child from enrollment for reasons of delinquency in payment of fees, non-cooperation, or inability of the child or parent to adjust to the school program or policies. By signing below, I confirm that understand this agreement and that I have received a copy of your Parent Handbook and will read and follow your policies and procedures in their entirety.**

Tuition will be $ \_\_\_\_\_\_ per week or $ \_\_\_\_\_\_ per month.

For \_\_\_\_\_\_\_\_ half days (up to 4 ½ hours) OR \_\_\_\_\_\_\_\_ full days(up to 10 hours)

Circle Days of the week M T W TH F

1 Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Driver’s License # \_\_\_\_\_

2 Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Driver’s License # \_\_\_\_\_