

Bright Beginning  
285 Seminary Street  
Roanoke, In 46783

Admissions Policy and Financial Agreement

1. A non-refundable enrollment fee for the program is charged upon enrollment and due annually thereafter the first week of October. Charges are \$40.00 per child.
2. The enrollment fee reserves a space for my child(ren) in the program and withdrawal from the program up to three weeks with result in a re-enrollment fee.
3. Bright Beginning does not guarantee a place for my child(ren) if my schedule of usage changes.
4. My weekly fee is due the first day of attendance each week, (Monday). I will include a \$10.00 late fee is if I have not paid by Wednesday 10:00 a.m.
5. Effective \_\_\_\_\_ I agree to pay a \_\_\_\_\_ time (part or full) weekly tuition of \$\_\_\_\_\_.  
Charge Details: \_\_\_\_\_.
6. Any time my child receives additional care, participates in any field trips or extra-curricular activities, I will be charged the appropriate fee. This will be in addition to the weekly contracted fee. If regular schedule changes occur on an ongoing basis, I will complete a new financial agreement.
7. Even though the child care is closed, parents are expected to pay for the following holidays: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Day and New Year's Day.
8. Parents are not expected to pay for the days the child care is closed because of snow, in climate weather or emergency closings.
9. The child care is shut down annually the same time Huntington County Community School Corporation is shut down for Winter break which is between Christmas and New Year's. Date change yearly. Parents are not expect<sup>4e</sup> to pay during the shut- down; however, they are required to pay for the two holidays, Christmas and New Year's Day.
10. The child care is open approximately 51 weeks of the year. Of those 51 weeks, if your child is enrolled full time, you are eligible to receive 1 week of vacation after 6 consecutive months of enrollment. This can be taken at once or 1 day at a time and must be used during the calendar year. Parents must specify with the director the days used for vacation otherwise they are charged their weekly tuition fee. Part time enrollment is not eligible for vacation.

For children in grades 1-5

11. Before and after school care is considered part time enrollment and not eligible for vacation, therefore it is required to pay tuition weekly even if the child is not in attendance. Additional charges are incurred if your child attends for a full day due to school cancellation of any kind. The fee for Spring Break is \$115.00 for the week. Additional daily charges are \$7.00 at the \$60.00 rate or \$11 at the \$30.00 rate. Vacation can be taken during the summer months for before and after school care enrollees should they continue enrollment for the entire 10 week summer program. Summer care rates and all other rates can be found in your parent handbook on page 4.
12. If you are not eligible for vacation due to not being enrolled for 6 consecutive months or are enrolled part time, you are responsible to pre-pay tuition should the child be away for family vacation or other reasons in order to avoid a late fee. We accept posted-dated checks.
13. I understand to continue this service I must meet the requirements such as a current enrollment forms from the parent packet presented at enrollment and immunization records presented to the director at enrollment.
14. I understand my personal/family insurance is the primary provider in case of injury or accidents while attendance at Bright Beginnings.
15. Two weeks written notice of my child(ren's) withdrawal must be given or I will pay tuition for those two weeks. It is imperative to our enrollment that parents honor this policy so we may give a two week notice to parents who have children on our waitlist and give the child care time to fill the spot created when a child is withdrawn from the program.
16. Contracts are subject to change with a two-week notice.
17. As the parent, or legal guardian of \_\_\_\_\_, I accept full responsibility for the payment of fees and tuition associated with my child care service provided by Bright Beginnings.

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Parent/Guardian Signature

Date

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Bright Beginnings Representative

Date