Advent Christian Child Care Center

**REGISTRATION AGREEMENT**

I hereby make application for the attendance of my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the Advent Christian Child Care Center. I understand that the registration fee is to accompany this application and is not refundable.

I have read and understand the fees. I will fulfill the obligations and adhere to the policies & procedures

set forth in the Parent Handbook and on this registration agreement, including signing my child in and out each day by initialing the attendance sheet.

I understand that tuition fees for child care and before and after school care are invoiced every Monday and are due on the first day of the week that my child attends. Fees will be considered late if not received by seven days after the invoice date. Should fees be delinquent, there will be a $5.00 late fee for the first week. This fee will increase weekly in $5.00 increments until the entire balance is paid. I understand that after two (2) weeks of nonpayment my child may not be allowed to return to the center until full payment is made.

I understand that Advent’s vacation policy is as follows:

 If your child attends the program from September through August **without interruption,** he/she is

 entitled to two (2) free weeks of vacation **(one week to be given between September 1st and**

 **February 28/29, and the second week between March 1st and August 31st).** If a child is out of the

 program for the summer or does not attend from September through August, they are not entitled

 to the vacation time. Early termination will result in vacation weeks that have already been taken

 to be reimbursed to the Center. Vacation must be taken 5 daysat a time, Monday through Friday.

 Your child must not attend Advent during your designated vacation weeks. Vacation requests forms

 must be filled out in advance or you will be billed for those weeks. **Vacation time will not be granted**

 **if you have an outstanding balance.**

I understand that Advent’s withdrawal policy requires two (2) weeks written notice and that two (2) weeks of fees shall be due at the time of withdrawal if my child is withdrawn without two (2) weeks written notice.

I understand that Advent will assess a late pick-up fee of $2.00 for every 5 minutes after closing that my child remains in your care.

I understand that a $30.00 fee will be charged for processing a returned check. I will also be responsible to pay any fees billed by the bank to Advent for any returned check.

I understand that should my account be turned over for collection either to the court system or an agency, during or after my child’s attendance at Advent, my account will be assessed the total collection and legal fees and I will be responsible to pay all fees assessed, along with any outstanding balance for child care.

I understand that since my child lives with both parents (either part time or full time), both parents’ signatures are required on this Registration Agreement accepting responsibility for all financial obligations hereby entered into upon enrollment of my child.

I understand that by only one parent’s signature appearing on this Registration Agreement that I am taking on sole responsibility for all financial obligations hereby entered into upon enrollment of my child.

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Parent/Guardian Signature Date Parent/Guardian Signature Date