



Trinity Child Development Center ENROLLMENT AGREEMENT

As of: 9/1/2019

I. Non-Discrimination Policy: Access to the programs and activities of Trinity Child Development Center shall not be limited on the basis of race, color, creed, national origin, religion, age, sexual orientation, political affiliation or physical disability.

II. Procedures for Records of Children:

a. On the day of or before admission, parents must leave the following paperwork in the office:

1. Admission Information
2. Enrollment Agreement
3. Emergency Authorization
4. Health Statement of the child's health from a health-care professional
5. Up-to-date Immunization Records
6. Vision and Hearing Screening Results (for those over 4 yrs.)
7. Care Plan for Special Needs
8. Developmental Information Form (*or School Age Information Sheet*)
9. Income Statement

b. Parents must update all Admission, Health, and Immunization information when such information changes and when required.

III. Parents are Also Responsible for

- Following the guidelines in the Parent Handbook regarding food and nutrition
- seeing that each child brings a *fitted crib sheet and blanket on Mondays and taking them home on Fridays for laundering,*
- seeing that each child brings a *complete set of clothing* to keep at the center.
- Sending children in diapers or with special needs the other *required items* as agreed upon with the teacher and director (diapers, wipes, etc.)
- Providing information to keep all records up to date (this includes current addresses and phone numbers)
- *Labeling everything* that belongs to the child with the child's name including powders, creams, ointments or lotions, blankets and jackets
- *Making prompt payments and following all financial agreements*
- Giving TCDC a two week notice before withdrawing children

IV. Hours of Operation

TCDC is open from 7 a.m. to 6 p.m. Monday through Friday, twelve months a year except as listed on attached calendar:

Late Tuition Fee Tuition is due on the first of each month. There is a five day grace period. On the 6th day of the month there will be a \$10 late fee plus \$5 per day until the amount is paid in full.

Exception: Special payment arrangements may be made with the director in writing by the 1st of the month. A late fee will not be charged if payment is made according to the agreement. The Center will not carry any account for more than two months.

Returned Checks A \$25.00 fee will be charged for checks returned for insufficient funds. If more than 2 checks have been returned for insufficient funds, then only a money order or cash will be accepted.

Notification of Tuition Due To help parents remember when tuition is due, a sign will be posted on the door. After the 5th, parents who do not have a written agreement will be given a yellow note in the child's folder letting you know the amount due including late fees.

Refunds and Cancellation Neither credit nor refund can be granted for a child's absence from school. By special agreement, the school will cancel this contract if a 2 week's notice is given in writing to the director. If a 2 week's notice is not given, the full month's tuition is due, whether or not the child is in attendance.

Late Pick-up Fee Children who are normally picked up before 12:00 or 3:00 p.m. and who stay past the designated pick-up time will be assessed an additional fee based on an hourly rate of \$5.00 per hour. Children who are not picked up by 6:00 p.m. will be assessed an additional late fee of \$1.00 per minute. There will be a 5 minute grace period, but at 6:06 p.m. the overtime charge will be due retroactively.

Any changes to Trinity CDC's operational policies and enrollment agreement will be made in writing and given to each family. Upon receipt of any updated information, parents will acknowledge such in writing.

I have read and understand

1. All the information on this Enrollment Agreement, including the hours of operation, the Tuition Policy, and what I am responsible for.
2. The Handbook which includes all of TCDC's Operational Policies.

In signing this receipt, I indicate my willingness to comply with and accept the conditions as stated.

I understand that I must provide my child's lunch and that Trinity CDC is not responsible for the nutritional value of the lunch or for meeting my child's daily food needs. I understand that if these policies change I will be so notified.

Parent's Signature

Date

Director's Signature

Date