



Enrollment Contract

Parent(s) Name: _____ Date: _____

Child's Name: _____ Date to Start: _____

I/We, as Parent (s) or legal guardian, enroll or enter our child(ren) in Waters Early Learning with the understanding of the following:

I/We, for the said Child(ren), hereby release Waters Early Learning Center, its Officers, Directors, Employees and others insured from all liability for injury to the child, excess of the amount payable under any insurance carried by Waters Early Learning Center. I/We authorize any physician selected by the Center to hospitalize and/or secure proper medical care for the child in the event that I /We cannot be contacted directly for permission in an emergency.

New Student Sibling

Child Care full day, 2-5 days per week

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off Time					
By Whom					
Pick Up Time					
By Whom					

Payment Option: _____ Monthly _____ Biweekly _____ Weekly

The tuition fee for child care services will be \$_____ per week/month. Reimbursement will not be made when your child(ren) is late, dismissed early, or absent. There is a yearly fee of \$2.00 per child for a yearly supply of oral hygiene products and is prorated for new students who enroll during the year based on a quarterly schedule.

Existing Clients: To secure your child's spot at the Center a mandatory deposit is required. Your 2 week deposit due is \$_____. **This deposit is non-refundable** if you choose not to start your child at the school. Your deposit covers your last two weeks at the Center, your oral hygiene fee, and the \$2.00 bag fee.

New Clients: To secure your child's spot at the Center a mandatory deposit is required. Your 2 week deposit due is \$_____. **This deposit is non-refundable** if you choose not to start your child at the school. Your deposit covers your last two weeks at the center.

All Clients: I am anticipating the start date to be _____. For each 2 week period I push the date forward I will owe an additional \$_____. If this is not received within 5 days of notice I understand that the Center will assume that I am giving my notice and will lose my space.

The tuition payment is due each week on the first day of the week that your child is at the Center (i.e. if your child attends Mondays and Wednesdays then your tuition is due on Monday). For each week that your tuition is late your account will be charged \$25 per week. Accounts that are one or more weeks in arrears are subject to termination. Waters Early Learning Center accepts checks, money orders, credit cards (not American Express) and cash. Checks and Money orders should be made out to Waters Preschool and have your Child's name in the memo section. The check can be dropped off in the Payments Mailbox located at the

front of the Center. Cash should be given to the office and a receipt will be given to you. We reserve the right to raise rates at any time with ample notice.

I also am aware of the following policies:

- Waters Early Learning Center is open from 7:00 am - 6:00 PM Any/All late departures are subject to a \$2.00 per minute per child late fee.
- No child will be cared for when sick with an infectious illness, for the well-being of your child and others.
- To maintain our required staff to child ratios, agreed upon dates and times in the contract cannot be altered unless changed with the Program Director. At that time another contract will be complete.
- If any information changes the parent will notify that Center immediately, examples include: home address, phone number, emergency contacts and authorized persons, etc.
- The Center will be closed on all Massachusetts holidays and any others noted on the holiday schedule. **The weekly tuition payments will remain the same on those weeks.** Note: Part-time contracts: if your child is scheduled to attend on a holiday another day cannot be substituted because of staff to child ratios.
- You may take one week of tuition and reduce it by 50% for a Vacation Discount yearly, if your child will not be attending for the entire week. You must notify the Office by filling out the appropriate Vacation Discount form, two weeks prior to the vacation.
- Two week's written notice is required prior to withdrawal of your child from Waters Early Learning Center. If notice of two weeks is not received, your account will automatically be billed for the two weeks. We will deduct your deposit for one of those weeks.
- The schedule of tuition payment ensures proper staff to child ratios. Child care employment necessitates a consistent income and expectation of your payment on time and in the amount agreed upon:
 - Accounts one week in arrears will be given a written termination notice from the Executive Director. If payment is not received by the end of the following business day, or if special arrangements have not been made, child care services will be terminated and Parents/Guardian may be subject to litigation for any monies owed.
 - Parent/Guardian acknowledges and agreed that they shall be responsible for any and all collection, including, but not limited to reasonable attorney fees.

Waters Early Learning Center is dedicated to the overall well-being and development of your child. If you have any concerns or questions you should raise them immediately with the Executive Director or Program Director. If you have any special needs for the care your child(ren), please feel free to discuss them with us at your convenience.

I have read and received the Waters Early Learning Handbook and agree to all said policies.

Mother's / Guardian Signature Date

Father's / Guardian Signature Date

Email Address (to receive Waters Early Learning updates and weekly newsletter):

Child's Address: _____

Home phone Number: _____ Mother's Cell: _____

Father's Cell: _____

Waters Preschool Management

Date