

# Child Care Enrollment Agreement

Child Care Program Name: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Dear parents, thank you so much for your interest in child care program! Please fill out and sign this agreement, as it is required to enroll and secure your spot. This will help ensure that you know everything about our program's policies, and will help us understand and meet your child's needs. We look forward to welcoming you and your child!

## Child Information

First Name \_\_\_\_\_

Mother's Cell Phone \_\_\_\_\_

Last Name \_\_\_\_\_

Father's Cell Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Care Start Date \_\_\_\_\_

Is there anything we should know about your child's needs to ensure that we provide the best quality education and care for your child?

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Does your child have allergies? **Note: this does NOT replace State-required allergy forms (if any are required).**

Medication: \_\_\_\_\_

Food: \_\_\_\_\_

Other: \_\_\_\_\_

If any of the allergies severe or life-threatening, please provide instructions:

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## Hours and Days of Operation

Our child care program is open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., from \_\_\_\_\_ (first day of the week) through \_\_\_\_\_ (last day of the week).

We will be closed in recognition of the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

We will also be closed on the following days: \_\_\_\_\_

We will be closed for our annual vacation at the following time(s): \_\_\_\_\_

Please note that we cannot provide care when we are closed, and that tuition is NOT reduced as a result of scheduled or unscheduled closures. Our child care program will be open whenever possible, but should there be severe weather or other conditions preventing us from being open on time or at all, please note that you will be responsible to find alternative care for part of the day or all day.

## Tuition & Payment Terms

Full-time tuition \$ \_\_\_\_\_ per \_\_\_\_\_ (indicate if tuition is paid per week or per month)

Part-time tuition (regular schedule) \$ \_\_\_\_\_ per \_\_\_\_\_ (indicate if tuition is paid per day or per hour)

Drop-in rate (irregular, if available) \$ \_\_\_\_\_ per hour

Discount type (if any): \_\_\_\_\_

Discount amount (if any): \_\_\_\_\_

- All tuition is due in advance of services rendered. The tuition for the first month is due at the time of enrollment (regardless of the start date) and will be paid online via credit card at the secured URL that we will provide (there is not fee for this online payment.) **This payment is required to complete enrollment and secure your child's spot.**
- After the first month tuition, all subsequent payments will be done via automatic ACH transfer ("direct deposit"). We use an online payment platform with free ACH transfers. Tuition payments can also be made via debit/credit card. Please note that debit/credit card payments will be assessed a 3.5% transaction fee, in addition to the tuition.
- Your checking account will be charged automatically every \_\_\_\_\_ (indicate week or month). If your ACH transfer fails, your debit/credit card on file will automatically be charged, with a 3.5% transaction fee in addition to the tuition.
- Should both your ACH transfer and debit/credit card payment fail, you will be notified and must provide a different debit/credit card. Tuition payments received 3 days after the due date will be assessed a late fee of \$50 and payments received 7 days after the due date will be assessed a late fee of \$100.
- A late pick-up fee of \$ \_\_\_\_\_ per \_\_\_\_\_ (indicate if fee is per minute or per hour) will be charged when a child is left beyond regular hours. The late pick-up fee does not constitute an agreement to provide after-hour services.
- Tuition fees are not subject to pro-ration for illness, holidays, or emergency closure of our child care program. If the hours your child attends change in any way, you must notify us immediately so appropriate staffing may be arranged.
- Tuition is due even if your child does not attend for one or more days due to illness or vacation. However, you will receive \_\_\_\_\_ (indicate number of weeks or months) of vacation with no tuition due.
- Accounts two weeks in arrears may result in immediate termination of service and may be referred to a collection agency. In that event, you will be responsible for the balance of your account and any reasonable collection and attorney fees and costs associated with the collection. In the event that an account is in arrears or shared payment of an account is in dispute, the arrears payment not paid will be the responsibility of the parent/guardian.
- A written notice of \_\_\_\_\_ (indicate advance notice duration) is required before you leave our child care program. Please note that you will be responsible to pay tuition for the full duration of the notice, whether your child attends our child care program or not.

I, \_\_\_\_\_ (parent / guardian name), hereby authorize \_\_\_\_\_ (child care program name), or any third party used for tuition payment including CareLuLu Inc., to initiate automatic electronic debits to my bank account each \_\_\_\_\_ (indicate week or month) for tuition payments, and debit/credit card payments if the electronic debit from my bank account fails (or if I choose debit/credit card as my main payment method.) I understand that debit/credit card payments will incur a 3.5% transaction fee in addition to the tuition. I also authorize \_\_\_\_\_ (child care program name), or any third party used for tuition payment including CareLuLu Inc., to initiate one-time ACH debits to my bank account or debit/credit card payments for any amounts owed that become past due. These authorizations will remain in full force and effect until written notification from me of the termination of my authorizations.

**Child Care Owner/Director Signature:**

**Parent / Guardian Signature:**