



## MY SPECIAL SPOT - ENROLLMENT AGREEMENT 2021-2022

This Enrollment Agreement is made and entered into between My Special Spot Early Learning & Child Care Center (the School) and \_\_\_\_\_ (the Parents). The School hereby accepts \_\_\_\_\_ (Child) for enrollment beginning \_\_\_/\_\_\_/\_\_\_ the Parents, agree to pay \$ \_\_\_\_\_ per month under the following terms:

1. Monthly tuition is due on or before the 1<sup>st</sup> of each month and does not change from month to month regardless of number of days attended. A \$50 late fee shall be charged for any monthly tuition payments received after the 5<sup>th</sup> of each month. A fee of \$35 will be charged for checks returned by the School's bank. After the 2<sup>nd</sup> returned check, fees must be paid by money order or certified check. Monthly tuition fees (including any applicable late fees) not received at the School by the 15<sup>th</sup> of the month may result in an interruption of the child's attendance until all financial obligations are up-to-date and may cause loss of security deposit or termination. A re-registration fee of \$150 is expected upon a child's return. If forms for flex spending or assistance programs are required, the Director should be notified.
2. All monies, once paid, are non-refundable. This is a non-negotiable policy. In order to maintain the quality of our program and staff, we cannot make any adjustments or pro-rate monthly tuition fees regardless of holidays, illness, vacation, summer vacation, any school closings (including Winter Break), or inclement weather days.
3. If an intermission in attendance is required during an extended period away from the school, the parents will be responsible for all tuition payments to remain in good standing and reserve the student's place. If parents wish to break this contract through temporary withdrawal and lack of payment, they risk losing a space for their child. If space is available upon return, a new registration fee of \$150 must be paid prior to reinstatement and is subject to all previous conditions. If space is unavailable, the child's name will be placed on the waitlist and other arrangements must be made.
4. This School is closed on the following days:

August 31	Staff Prep Day
September 6	Labor Day
November 25 & 26	Thanksgiving
December 24	Christmas Day Observance
December 27-31	Winter Break & New Year's Day
February 21	Maintenance/Staff Training
April 15	Good Friday
May 30	Memorial Day
June 30	Maintenance/Staff Prep Day
July 4	Independence Day Observance

The school will have early dismissal on the following days:

November 18	4:30pm Early Closing-Thanksgiving Family Feast
December 16	5:00pm Early Closing- Family Holiday Sing-A-Long
June 10 (tentative)	3:30pm Early Closing-End of Year Ceremony

5. The School will open at 7:15 A.M. and close at 6:15 P.M. A fee will be charged for any child that is not picked up by 6:15 P.M. (the School's regular closing time). This charge shall be \$10 per child for the first 10 minutes and an additional \$10 per child for any portion of each 10 minute period thereafter. Late fees are due upon pick-up. The school must close promptly at 6:15pm. Those leaving the building after 6:15pm will be considered late as above. (If I exit the building at 6:16, the charge is \$10, if I exit at 6:30pm the charge is \$20). The school prefers not to impose and enforce any additional fees. Chronic lateness is not acceptable, regardless of fees and could result in termination and forfeiture of deposit. **IMPORTANT:** late fees are doubled on special pick-up days such as pre-holiday early closing, Fridays in the summer, etc...
6. At the time of enrollment, the child shall be scheduled for specific days and times. There will be no substitution of days regardless of attendance. Additional days may be added for an additional fee. However, the school owner/Director, must be contacted at least 24 hours in advance of any added day. Additional days are offered based on enrollment and may not always be available and therefore cannot be guaranteed. Any other schedule changes must be approved in advance by the owner/Director.

7. A non-refundable security deposit of \$500 is required in advance for new students. Children not continuing in September will have their deposit applied to August tuition. In the event that a child is removed from the school before that date-for any reason, the parents must provide written notice before the 1<sup>st</sup> of the month (1 month notice), or they will forfeit their security deposit. Upon written notification, deposits will be credited to the last month's tuition. If a child does not start at the school within 30 days of the desired start date indicated on the child's application, the spot will no longer be guaranteed and any/all deposits and fees paid will be forfeited.
8. As per the Disenrollment Policy, the school reserves the right to deny, cancel, sever or suspend a child's enrollment if, at any time the school, in its sole discretion, deems such action to be in the best interest of the child or the school (refer to the Expulsion policy guidelines). In such event, any unused tuition will be refunded.
9. Children may not attend the school while ill. Children who become ill at school must be picked up immediately (refer to the health policy guidelines). If you are unable to pick up your child within the hour, please make arrangements with the people on your emergency contact list. If the child will be absent, the absence should be reported to the school by 9 A.M.

I understand the terms of this Agreement and agree to be bound by them. I have received an executed copy of this Agreement and a copy of the parent handbook, which includes the health policy.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date