

Hearts in Hand Child Development Center  
Enrollment Agreement 9/1/18-8/31/2019

This tuition policy and contract shall be signed by the enrolling parent(s) or guardian(s). A signed copy will be kept of file, if you would like a copy for your home records, please let the director know.

The parent(s) or legal guardian(s) agree to the following:

1. I have read the Parent Manual of Hearts in Hand Child Development Center and agree to follow the policies set forth in the manual.
2. I understand the policies regarding tuition and fees. I understand that unless I am signed up for a rotating schedule or drop-in care, my tuition is based on **enrollment not attendance**. I understand that my tuition is due weekly or must be paid in full on the first of the month. Your monthly rate can be made into weekly or bi-weekly payments but the balance of the month must be paid in full by the last day of the month. Vacation/sick day credits will be applied when requested. Parents are charged full tuition for holidays except in the case of weekly closures during the Christmas break. Parents can choose to use vacation days for other closure days.
3. Rotating schedules can be scheduled up to 60 days ahead. 48 hour cancelation notice is required to receive credit for a scheduled day not used. Rotating schedules are considered 3-5 days per week and must be scheduled ahead of time. Spots are not guaranteed and based on availability. An additional weekly fee is applied for families not on a fixed schedule.
4. Drop in care is available. Drop in daily rates will apply. Drop in is considered 2 or less rotating days per week or less than 12 per month.
5. Half day is considered 5 hours or less, pick up before 12:00. No drop off/pick up between 12-2:30. Half day for Preschool/Pre-K is 8:15-11:15 or 11:30-2:30 M-Th only and follow Poudre School District calendar and closures. Tuition is prorated for all closure days. Camp days and wrap around care may be purchased at an additional cost.
6. I agree that my child may participate in all activities at the center including those planned for holidays. Any exclusions: \_\_\_\_\_ Please initial: \_\_\_\_\_
5. If full payment is not received by the end of the month late fees of \$25 per week will be charged. If payment is not received in 30 days that fee will double. Center reserves the right to disenroll for non-payment of tuition after 60 day past due balance. In the event of a returned check, a fee of \$50.00 will be charged to your account. If a family has more than one returned check payment will be required in cashier's check, or cash.
6. I understand that I will have an initial registration fee of \$100.00 per family. I also understand that each additional year there is an activity fee of \$50.00 per child.
7. **Discounts:** A 10% discount is given off the lowest rate of one child for families with multiple children enrolled at the center.
8. **I understand that I must give 30 days for any change in schedule, or if I choose to disenroll my child from the center. If a 30 day notice is not given, you will be billed for one month of your contracted tuition. You also must sign a new enrollment agreement each time your schedule changes.**
9. **Vacation Credits:** Vacation days must be requested in writing either by request form, note or email. Generally they will be credited to the month following the request unless requested prior to that month's billing. Families can use one week (whatever their contracted week is) during the school year (September-May) and one of their contracted weeks during the summer (June-August).

**10. Enrollment:**

- I am registering my child for a fixed schedule of: M T W Th F
- I am registering for a half day fixed schedule of: M T W Th F
- I am enrolling for a rotating schedule. Additional weekly fees will apply.  
(I understand this is not a guaranteed spot, it is based on availability)
- I am enrolling for a drop in schedule. (Daily drop in rate will apply)  
(I understand this is not a guaranteed spot, it is based on availability)

**12. Select a payment option:**

- I elect to pay monthly, in advance of the first day of the month.
- I elect to pay weekly on the first day of attendance each week.
- I elect to pay bi-weekly.
- I am requesting the multiple child discount.

I understand that my tuition will be \$ \_\_\_\_\_ per month

I understand that my yearly fees are \$ \_\_\_\_\_

**There will be no refund of fees once paid.**

**13. Disenrollment:**

Reasons for disenrollment:

- Failure of the child to adjust to the center to the extent that it causes an undue amount of stress, anxiety or hardship to the child or staff.
- Failure of parents to meet the tuition fee schedule according to the signed enrollment agreement.
- Failure by the parent or guardian to abide by the policies and procedures of Hearts in Hand Child Development Center
- If the child poses stress or harm towards another child or staff member.
- Failure by the parent to address teacher or center concerns in a prompt manner.

**A 30 day notice is required to terminate services.**

**14. Multi-pay or split pay families:**

If you are splitting the payment between parents or caregivers- each parent must sign an agreement for their portion of the tuition. If only one agreement is signed the parent who signs the agreement will be responsible for the entire amount.

**15. Collections:**

I understand that if my account is sent to collections for non-payment I will be responsible for all collections costs as well as any late fees. Late fees will be assessed at 15% of unpaid balance. Collection fees can be up to 50% of the balance due. Accounts that are more than 60 days overdue are subject to collections.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's name: \_\_\_\_\_ Classroom: \_\_\_\_\_