

**TIPP CITY ENRICHMENT PROGRAM**

Office Use Only: Received on: _____ Staff Initials: ____
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**ENROLLMENT AGREEMENT: \_\_\_\_\_ SCHOOL YEAR/SUMMER PROGRAM**

**Grade:** \_\_\_\_\_  
**Child's Name:** \_\_\_\_\_ **Boy**  **Girl**   
**Parent Name:** \_\_\_\_\_  
 (Guardian/Custodial Parent) (Please Print)

**School:** \_\_\_\_\_  
**School Year Tuition:** \_\_\_\_\_  
**Summer Tuition:** \_\_\_\_\_  
**PT: 1-3 days**                      **FT: 4-5 days**  
**Half Day: 9:00-12:30**              **Full Day: 9:00-3:00**  
**\$10.00 Weekly Discount for 2<sup>nd</sup> child**

**Phone # for One Call Now:** \_\_\_\_\_  
 (1 number allowed)

**I. Attendance Information:**

Preschool	Half Day	<input type="checkbox"/>	Full Day	<input type="checkbox"/>	(please check)
Pre-K Enrichment	Half Day	<input type="checkbox"/>	Full Day	<input type="checkbox"/>	
Before School	_____M	_____T	_____W	_____Th.	_____F
After School	_____M	_____T	_____W	_____Th.	_____F
Summer	_____M	_____T	_____W	_____Th.	_____F

A. Beginning Date: \_\_\_\_\_  
 B. Scheduled Days of Attendance: \_\_\_\_\_

**\*\*Please let the office know of any schedule changes\*\***

**II. Further Information:**

- A. NSF/Returned Checks:  
 1. A \$25 NFS Fee will be charged to your account for a returned check.  
 2. NFS Checks may result in your account being placed on a "Cash or Money Order Only" status.
- B. Closings:  
 1. Site will be open regular school days from 6 am to 6 pm unless inclement weather makes it impossible.  
 2. Site will be closed on the following holidays: New Year's Eve, New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day.

**\*\*If Holiday falls on Saturday, the site will be CLOSED on the Friday before. If the Holiday falls on Sunday, the site will be CLOSED the following Monday.\*\***

- C. Early Dismissal, School Delays & No School:  
 1. Site will be open on these days unless inclement weather makes it impossible.
- D. Withdrawal Policy:  
 1. One week notice of disenrollment is required.
- E. Late Pick-Up:  
 1. Chronic late pick-up will result in late fee of \$1 per minute over closing time.  
 2. Repeated offenses may result in termination of services.

**III. Tuition Charges & Fees:**

- A. Receiving County Assistance: Yes  No
- B. Registration Fee: A non-refundable registration fee of \$\_\_\_\_\_ (per family) is due at time of enrollment.
- C. Fee Schedule: Weekly tuition payments are due in advance, by Friday of each week for the following week.
- D. Arrears: Accounts two weeks in arrears may result in immediate disenrollment; however, upon payment, enrollment may be reinstated.
- E. Payments: Tuition payments may be made by cash, check, ACH-debit or money order.

**IV. Other Terms**

- A. Parent Handbook: I agree that I have received a copy of the Parent Handbook with this Enrollment Agreement. I acknowledge and will abide by the policies in the Parent Handbook which is incorporated into this Enrollment Agreement.
- B. Information: I understand if there is a change in the information provided by me for this Enrollment Agreement, I agree to update such information with the Director's office.
- C. Transportation: I understand I must notify the Director's office, my child's school and teacher of any changes in transportation or attendance schedule. The Director's office will contact transportation (bussing).
- D. Illness: If my child is ill, I agree to call the site to let them know my child will not be attending. I also agree that if my child is or becomes ill while at the site, I will pick up, or make arrangements to have my child picked up, if I am requested to do so by the director or staff.
- E. Disenrollment: I understand services may be terminated at any time without notice as deemed necessary or appropriate, by the management.

**V. I give permission for my child to be photographed.**

**YES                      NO**

**(Please circle your response)**

**I have read, understand and accept the above terms and conditions described in this Policy & Tuition Agreement. I understand this is a legal and binding agreement.**

**Parent (Guardian or Custodial Parent)**

\_\_\_\_\_  
**(Signature)**

**Date:** \_\_\_\_\_