

ENROLLMENT AGREEMENT

This Enrollment Agreement is between _____
"Parent/Guardian" and Treehouse Child Care Services, LLC operating as The Children's
Treehouse Early Learning Center, "Center".

Child's Name: _____ Admission Date: _____

Classroom: _____ Private Pay Tuition: _____
 CCIS Copayment
 Pre-K Counts
 Other: _____

Arrival Time: _____ Departure Time: _____

A fee will be charged for any child who is dropped off prior to the arrival time above. A fee will be charged for any child not picked up by the departure time above. The charge will be \$25.00 per child for the first 15 minutes and \$1.00 per minute thereafter. Fees are payable immediately. Consistent early arrival or late pick up will be cause for dismissal from the Center.

Private Pay Clients Only - A non-refundable deposit equal to one week of child care is due upon the signing of the Agreement. This deposit will be applied to the child's last weeks of care provided two weeks written notification is received.

Deposit Amount: _____ Check Date and Number: _____ *Attach check copy*

Tuition and copay must be paid in advance of receiving child care services. Tuition and copay are charged on a bi-weekly basis and is due by Friday for the following two weeks of care. The Center will provide a list of payment dates at the beginning of each year.

If tuition or copay are not received on the due date, a late fee will be charged at a rate of \$10.00 per day.

Tuition and copay are non-refundable nor discounted regardless of Center closure (scheduled or unscheduled) or child absence. A list of scheduled Center closures will be provided at the beginning of each year.

Payment may be made by cash, money order or check. If a payment is returned, you will be notified and assessed a \$35.00 returned check fee.

All balances must be paid in full or care can be discontinued and legal proceedings can be commenced at the discretion of the Center.

All child care services provided to the child are described in the Parent Handbook.

Parent/Guardian will provide all necessary child care forms and updates to such forms upon request of the Center.

The Center will conduct a developmental assessment of the child at least every six months. A summary of the assessment will be shared with the Parent.

The Center reserves the right to deny, cancel, sever or suspend a child's enrollment at any time the Center, in its sole discretion, deems such action to be in the best interest of the child or the Center. In such event, any unused tuition will be refunded minus any outstanding charges for late fees, costs, etc.

The Parent/Guardian must provide two weeks written notification prior to the child's last day at the Center to end this Enrollment Agreement. If notification is less than two weeks the Parent/Guardian agrees to pay \$55.00 per day for any unpaid days within the two week period.

In the event the Parents/Guardians engage staff of the Center for outside child care services, the Parent agrees that such engagements are not related to the Center or its owner. Parents release and discharge the Center and its owner from all claims, demands, liabilities, actions or causes of action whatsoever, whether known or unknown, which Parents/Guardians have, may have or claim to have anytime in the future based in whole or in part on or arising out of or related to any outside engagement. Parents/Guardians must provide a signed statement for a staff member to be an authorized person to whom the child may be released.

If the Parents/Guardians fail and/or otherwise refuse to abide by any of the terms and conditions set forth herein including, but not limited to, payment of any and all fees, tuition charges or other amounts as described and agreed to, the Center shall be entitled to make claims for any and all sums due and owing, with interest at a rate of one and one-half (1½%) per month, plus payment of costs incurred, and all responsible attorney's fees necessitated by the making of any such claims, including, but not limited to, the filing of any legal action for collection of said amounts.

I, understand the terms of this Agreement and agree to be bound by them. I agree to follow the guidelines in the Parent Handbook. I have received an executed copy of this Agreement and a copy of the March 2016 Parent Handbook.

Signing this Enrollment Agreement voids all other previous Enrollment Agreements.

_____	_____	_____	_____
Parent/Guardian Signature	Date	Owner/Director	Date

Persons to Whom the Child May Be Released

Names must match those on the Emergency/Contact Parental Consent Form

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____