

**TEACHABLE MOMENTS CHILDHOOD PROGRAM
ENROLLMENT AGREEMENT
2010 -2011**

Name _____ is enrolling _____
in the _____ classroom effective _____

Schedule is as follows; Mark off days with an X

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Extended Hours: circle AM= 7:30 Drop Off circle PM= 6:00 Pick up or circle both AM & PM.

Mon. AM /PM Tues. AM /PM Wed. AM /PM Thurs. AM /PM Fri. AM /PM

Add \$5.00 per half hour total= _____ this extended day fee will not exceed \$20.00 per child per week.

Extended Hours+ Weekly Tuition= _____ (Pd over 52 weeks)

Extended Hours+ Monthly Tuition: _____ (Pd over 12 months)

Teachable Moments is a non-denominational childcare center that provides services to children and families regardless of race, religion, gender, cultural heritage, political beliefs, national origin, disability or sexual orientation.

Admission: acceptance into the program is based upon available space; a non-refundable application fee of \$15.00 is due as well as \$200.00 non refundable deposit. This deposit will be held and applied to your first month of tuition providing you start the program on the effective date listed above. If for any reason you do not start the program or delay your start date this non-refundable deposit will be applied on the day you were scheduled to begin.

Hours of Operation: Teachable Moments is open Monday-Friday, 8:00am to 5:30pm, 51 weeks per year, except for certain holidays (see Holidays) and emergency weather conditions. Extended hours are available. You may register for Saturday drop in hours (9:00am-2:00pm) by completing a weekend registration form.

(Please return page 1 & 4 along with the \$15.00 registration fee and \$200.00 non-refundable deposit)

Prior to Enrollment Requirements:

- Up-to-date immunization record, signed by physician.
- A recent physical (within the last year), signed by physician.
- Evidence of lead screening yearly for ages 9 months to 4 years.
- Enrollment form including the \$15.00 registration fee and a \$200.00 deposit.
- Emergency/Release form
- A complete developmental history form and other EEC forms.
- Topical ointment form, signed by parents.
- Signed enrollment agreement.

Teachable Moments: Parents and authorized guardians are welcomed and encouraged-to drop in and visit with their children at any time unannounced.

Phone Calls: Parents are welcome to call in during the day.

Communications: When dropping off and picking up their children, parents are encouraged to take a moment to communicate with teachers. Our teachers and directors are available to parents for formal and informal conferences. Twice a year, teachers will prepare Developmental Profiles which will focus on the emotional, social, cognitive, communicative, and physical development of children.

Annual Re-registration Fee: A \$15 per child re-registration fee will be due each year upon registering for the upcoming year.

Tuition: Tuition for the following week is due in advance by 5:30/6:00pm on the last day of the week your child attends or monthly on the last day your child attends on the preceding month.

Sibling Discounts: Families with two or more children enrolled receive a discount of 10% off the tuition of the older (or two oldest) children. Sibling discounts apply only when all children are enrolled M-F full time.

Withdrawal from the program: The director must receive notice of withdrawal from the program in writing one month prior to your last day at the center.

Late Payments: A cumulative service charge of \$5 per day per child will be added to your outstanding balance for all payments received after 5:30/6pm on the last business day of the month or week.

Tuition Non-Payment: Failure to make full payment after two weeks will result in termination from the program.

Methods of Payment: TM accepts, cash, check, money orders, charge or debits.

Insufficient Funds: If a check is returned due to insufficient funds, the check must be replaced including a \$15 bank fee within 24 hours to avoid late payment charges. After a second occurrence, only money orders will be accepted.

Daily Drop-Off/Pick-up: We ask that all children be dropped off by 9:00am. If you expect to drop-off later on a regular basis please let us know. We are very flexible when it comes to appointments.

Late Pick-Up after 6pm: If a child is left at Teachable Moments past our normal closing time of 5:30/6:00pm a penalty fee of \$2 per minute will be charged. This fee will be charged even though the school has received a courtesy call from the parent that they will be running late. This fee goes directly to the teacher.

Absences & Illness: Credits and refunds are not given for illness, vacation, or other absences.

Policies and Tuition Changes: Teachable Moments reserves the right to make changes to the above policies and tuitions.

TEACHABLE MOMENTS CHILDHOOD PROGRAM INC.

TUITION RATES

Tuition can be paid Weekly, or Monthly. If paid weekly, tuition is due the Friday before the week of care you are paying for. Monthly tuition is due the last day of the preceding month.

There are no credits or reductions for program closings, vacations, holidays, declared state of emergencies, or absences.

WEEKLY/ MONTHLY

INFANT

5 Days-	322.00	1,395.00
4 Days-	299.00	1,296.00
3 Days-	245.00	1,062.00
2 Days-	177.00	767.00
1 Day-	89.00	386.00

TODDLER

5 Days-	280.00	1,213.00
4 Days-	260.00	1,127.00
3 Days-	200.00	867.00
2 Days-	162.00	702.00
1 Day-	79.00	342.00

Multi-Age

5 Days-	230.00	997.00
4 Days-	210.00	910.00
3 Days-	178.00	771.00
2 Days-	145.00	628.00
1 Day-	69.00	299.00

Early Drop off/Extended Pick Up add \$5.00 per half hour.

Saturday Drop in Rates 9-11 (\$20.00) 9-2 (\$43.00)

Teachable Moments accepts cash, check, debit, or credit cards.

I have read and understand the above policies and agree to comply.

Parent Signature Date

Executive Director Date

Please sign and return page 1 & 4 to Teachable Moments Childhood Program