



Name of Child:		Date of Enrollment:	
Fee Amount:	Schedule:	Day payment to be made: 1 st of Month	
Child's Arrival Time	Child's Departure Time	Persons designated by parent to whom the child may be released:	
Late Pick-up Fee: \$20 per 10 minutes	Late Payment Fee: \$20 after 5 th of month		
Services to be provided as part of the day care fee: Care, education, snack			
Extra services to be provided at an additional fee if applicable			

Policies

Tuition:

- A. The Registration Fee of \$100 is due at the time of application and is non-refundable.
- B. A Security Deposit equivalent to 1 month's tuition amount will be required.
- C. Tuition is due on or before the 1st of every month. Payments received after the 5th of the month will incur a \$20 late fee. A second late occurrence will incur a \$50 late fee.
- D. There will be a \$35 returned check fee for each check returned by the bank for insufficient funds.
- E. A \$20 Late Pick up Fee will be charged for every 10-minute period. The school's regular closing time is 6:00 p.m. (See your Parent Handbook for procedures regarding our Early and Extended care hours).
- F. In the event your schedule changes, your tuition rate will also change to reflect your new schedule.
- G. There is an annual Activity Fee charged at the beginning of each school year to cover in-house programs.

Additional Days/Hours

- A. The Giving Tree Daycare + Preschool offers Early and Extended care; opening at 7:00 a.m. and closing at 7:00 p.m. This may be added with a 24 hour notice and approval from the Executive Director.

Closing Policies

- A. The Giving Tree Daycare + Preschool is open Monday through Friday from 8:00 a.m. to 6:00 p.m. We are closed for Holidays and In-Service Days as listed in the Parent Handbook.
- B. There is no refund or reduction in tuition for holidays, vacation, illness, bad weather, or emergencies.

Miscellaneous

- A. A one-month written notice to the Executive Director is required in order to withdraw from the Giving Tree Daycare. Failure to do so, will result in a tuition charge for that period.
- B. The Giving Tree Daycare reserves the right to suspend, deny, cancel or sever a child's enrollment if it is deemed in the best interest of the child or the school.
- C. Parents will be given notice when their child has become ill and will be responsible for picking their child up within a one hour time period. By law, children who are ill are not permitted to attend or remain in the facility. Illness policy can be reviewed in the Parent Handbook.

<input type="checkbox"/> Received complete written program information at the time of enrollment (3270.121, 3280.121, 3290.121)	
<input type="checkbox"/> Agree to update the Emergency Contact form whenever changes occur or every six months minimum (3270.124, 3280.124, 3290.124)	
<input type="checkbox"/> Give consent for any/all photographs and/or video of my child may be utilized by The Giving Tree Daycare for the sole purpose of publication, advertising, training, or illustration.	
Signature-Administrator	Date:
Signature- Parent	Date:
PERIODIC REVIEW: Signature-Parent	Date: