



2021/22 Enrollment Agreement Terms and Conditions

Name of Child(ren) _____

Date(s) of Birth _____

Parent/Guardian Name(s) _____

Please initial each section listed below, then sign and date the last page.

TUITION AND FEES

_____ **PAYMENT OF TUITION and/or DROP-IN FEES:** I understand that tuition and/or drop-in fees are due and payable on a monthly basis. Payments are due on the 21st of each month.

_____ **LATE OR UNPAID TUITION:** If payment in full is not received after a 5 day grace period, I agree to pay a late payment fee, as stated in the Student/Parent Handbook. If we still have not received your payment within 30 days of your original due date, notice will be given, and care for your child may be terminated. The center cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition or drop-in fees. Any unpaid fees may be sent to a third-party collection agency.

_____ **CHARGES AND PROCEDURE FOR LATE PICK UP:** I understand that if I fail to pick my child(ren) up by 12:00pm he/she will be sent to After-Care and I will be charged the After-Care fee. If I fail to pick my child(ren) up by 12:30, I will be charged a late fee of \$15 per every 15 minutes or portion of a fifteen minute period, per child, until the child(ren) are picked up.

_____ **RETURNED CHECKS:** I understand that a \$30 processing fee will be charged to my account for all checks which are returned or for any online payments that do not clear for any reason, and this fee is in addition to any charges that our bank or financial institution may charge us. If more than two checks or online payments do not clear within a six-month period, I will be required to pay by an alternate method of payment for the next six months.

DAILY PROCEDURE

_____ **DAILY SIGN-IN AND SIGN-OUT:** I agree to sign my child in and out every day using the center's attendance procedures. I understand that my child is not permitted to sign him/herself out. I understand that I am required to enter the center to drop off and pick up my child(ren) and that I must escort my child(ren) to and from the designated classroom each day.

_____ **ILLNESS:** I understand that I will be notified should my child(ren) become ill during the day, and that I will pick up my child(ren) promptly (within one hour), or make arrangements for an authorized emergency contact person to pick up upon such notification. If my child(ren) is exposed to, or contracts a contagious disease, I agree to notify the center and I understand that my child(ren) will be readmitted to the center according to the Sick Policy in the MMO Student/Parent Handbook.

_____ **PHOTO RELEASE:** MMO, its agents and affiliates and licensees, MAY or MAY NOT (circle one) use photographs of my child(ren) for advertising, publicity or any other lawful purpose.

_____ **WITHDRAWAL FROM PROGRAM:** I understand that I must provide a two week written notice of withdrawal from the program. I understand that when my child(ren) are withdrawn he/she will only be eligible for re-admission based upon space and availability and all other enrollment criteria. If my child(ren) is selected for re-enrollment, I will be required to complete an entire new ENROLLMENT AGREEMENT and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) when my child(ren) withdraws, I will be required to bring my account current prior to being considered for re-enrollment. I understand that all fees (Tuition, Registration or Activity) are non-refundable. I understand any prepaid tuition will not be refunded. Drop-in monthly minimum may be reduced by half if MMO is notified of withdrawal by the first of the month.

STATE LICENSING AND MMO POLICIES

_____ **ALL POLICIES AND STATE REGULATIONS:** I understand that the above policies are not an all-inclusive list of policies, and that my child(ren), my family members, authorized agents and I are bound by state child care regulations, the Student/Parent Handbook, and all other company policies, which may be modified at any time, without notice. I also understand that the child care regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment constitutes my acknowledgement of, and agreement to abide by all MMO policies and state regulations.

_____ **STUDENT/PARENT HANDBOOK:** I have read the Student/Parent Handbook in its entirety, I understand its contents and policies and agree to be bound by it.

I understand and will comply with the policies included in the Enrollment Agreement and Student/Parent Handbook. The policies in this contract will supersede all other previous documents.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name Printed: _____

Director Signature: _____ Date: _____