

## Enrollment Agreement

- \_\_\_\_\_1. **Parents are responsible for payment of tuition on time. ALL TUITION IS DUE ON THE FIRST OF EACH MONTH. A late charge of \$5.00 will be assessed for each day late after the 10<sup>th</sup> of the month. A fee of \$25.00 will be charged for a returned check. WE DO NOT ACCEPT POST DATED CHECKS.**
  
- \_\_\_\_\_2. **Refunds are not made due to illness, vacation, inclement weather, or school holidays.**
  
- \_\_\_\_\_3. **I understand that a LATE fee of \$5.00 will be charged at 3:05 or 4:05 and \$2.00 per minute will be assessed for every minute afterward.**
  
- \_\_\_\_\_4. **\*\*Parents must NOT bring sick children. If your child has had the following: fever, diarrhea, constant runny nose, or vomiting within the previous 24-hour period, they MUST be kept at home.\*\***
  
- \_\_\_\_\_5. **All personal belongings (lunch boxes, pacifiers, sippy cups, blankets, backpacks, jackets, etc.) must be clearly labeled with your child's name.**
  
- \_\_\_\_\_6. **Children must be FULLY potty trained to enter the following classes: 3 yr olds, Pre-K, and Transitional Kindergarten class.**
  
- \_\_\_\_\_7. **Children should be dropped off at 8:30 a.m. but no later than 9:15 a.m. Before 8:30 a.m. the teachers are busy preparing classrooms and materials for the day. If you need care before 8:30, please enroll them in before school care.**
  
- \_\_\_\_\_8. **Current immunization records are required by law. Your child cannot attend CDO without current immunizations.**

**I have read the Children's Day Out Policies and Procedures Handbook. The CDO guidelines and policies outlined in the handbook involving the care of my child are understood and agreed upon between CDO and myself.**

**Child's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_