

CDO Enrollment Agreement

Please initial each of the following statements:

- ____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 10th 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 and Pre-K.**

- ____7. **Children should be dropped off at 8:30 a.m. but no later than 9:00 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 CDO Parents Policies & 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 _____