



ENROLLMENT AGREEMENT

CENTER LOCATION: _____

Please complete and submit with One-Week Tuition Pre-Payment and \$50.00 Registration Fee to enroll

Child's Full Name _____ Date of Birth _____

Home Street Address _____ City/ST/Zip _____

1.)Parent/Guardian Name _____ Home Phone _____ Mobile Phone _____

Home Street Address _____ City/ST/Zip _____

Billing Email Address _____ Work Place _____ Work Phone _____

2.)Parent/Guardian Name _____ Home Phone _____ Mobile Phone _____

Home Street Address _____ City/ST/Zip _____

Email Address _____ Work Place _____ Work Phone _____

Referred By _____ Start Enrollment Date _____

Schedule: Mon ___ Tue ___ Wed ___ Th ___ Fri ___ Approx. Drop-Off Time: _____ Pick-Up Time _____

REGISTRATION FEE & ONE-WEEK TUITION PRE-PAYMENT - A \$50 registration fee is due with a one-week tuition pre-payment for the final week of enrollment, regardless of whether the child attends the center. The registration fee and one-week tuition pre-payment are not refundable under any circumstances. There are no cash refunds.

TUITION PAYMENTS – EFT (Electronic Funds Transfer) payments are drafted on MONDAYS, unless a holiday. EFT form must be filled out and submitted before child's enrollment begins. Choose frequency:

Weekly Bi-Weekly Monthly: *Payment is determined by the number of Mondays per month times the weekly tuition*

LATE PAYMENT FEES - Late payments will immediately incur a 10% late fee. Payments returned for non-sufficient funds will immediately incur a \$25 fee.

LATE PICK UP FEE - A late fee of \$5 for every 5 minutes or fraction thereof is due if child is not picked up by 6:00PM. Police will be notified if child is not picked up by 7:00PM.

ABSENCES - Full tuition is expected for any absences. This includes, but is not limited to: sick days, holidays, and weather closings. Children may not switch scheduled days due to these absences.

WITHDRAWAL/ENROLLMENT CHANGE - A two-week written notice is required for all withdrawals. The initial one-week tuition pre-payment will be applied to your remaining invoices. No cash refunds will be given. A two-week written notice is required for all enrollment changes.

MANDATORY FORMS - The following forms are required before enrollment:

- CT Early Childhood Health Assessment Record - Signed by Physician within the past 12 mos. & updated annually
- Child Emergency Information Form
- Enrollment Agreement (this form)

Parties agree the non-refundability of the registration fee and one-week tuition pre-payment is reasonable compensation to Bright & Early for damages suffered as a result of the withdrawal and is not intended as a penalty.

I give Bright & Early permission to use my child's photo (website, social media, marketing, etc.) _____ *Initial here*

I UNDERSTAND THIS IS A FORMAL CONTRACT. I HAVE REVIEWED AND UNDERSTAND THE POLICIES AND PROCEDURES CONTAINED IN THE PARENT MANUAL.

Parent/Guardian's Signature

Date

Director's Signature

Date