**Child’s name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENROLLMENT CONTRACT**

**School Year: 2012/13**

**Registration Fee:** A non-refundable annual registration fee of $150.00 is required for the new school year. The school year begins in August and ends in June with two weeks off in December.

**Tuition:** Tuition is set by Miami Dade College and is charged each week, even when the week has fewer than five days (i.e. Thanksgiving, teacher planning days). Tuition may be paid directly at the center by check or money order; checks that are returned are subject to a $15.00 returned check fee (see handbook). Tuition payments made in cash and /or by credit card must be made at the Bursar’s Office.

Full tuition payment is due each Friday by 6:00 pm in advance for the following week. Payments made after this due date (i.e., from the following Monday onward) will have a $20.00 late fee assessed per week for each week that payment is late. Accounts that become in arrears by 2 weeks are subject to suspension from the program and are subject to termination after 30 days. Accounts that have been terminated for non-payment are subject to a new registration fee.

Children that have been suspended or terminated for non-payment will not be allowed to return to the center until FULL payment and ALL late fees have been paid and the account brought up to date. THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS POLICY.

**Hours:** The center is open from 8:00 am to 4:00 pm, Monday through Friday. Before-care is available from 7:00 am -8:00 am and after-care is available from 4:00 pm to 6 pm. Both services are offered at a nominal weekly rate of $5.00 an hour per week. For example: if you pick up your child at 5:00 pm every day, you would add $5.00 an hour per week to your total tuition cost.

The center is closed two weeks in August and two weeks in December and on all major holidays; notification will be given well in advance of any other closed days, such as teacher planning days. It is the parents’ responsibility to find alternate care, if needed, during those times.

Please call and let us know by 9:00 am if your child will be late or absent for the day. This helps us know how many students to plan for at lunch, activities, etc.

**Notice of Termination:** Exploration Station The Preschool at Miami Dade College reserves the right to terminate this contract for any reason. Families will be given two weeks notices under normal circumstances. However, we reserve the right to immediately terminate services under certain circumstances (i.e. children who are a threat to others, non-payment).

Families wishing to withdraw their child (ren) from the center are required to provide two weeks advance notice, in writing. Failure to notify us of a withdrawal will result in your child remaining in an “enrolled” status. Parents are responsible for all tuition and fees incurred while their child (ren) is in an enrolled status.

**Children’s Health:** All children must have a complete health evaluation form and **up-to-date immunizations** before enrollment in the center.

**Please initial the following:**

**\_\_\_\_\_\_\_\_\_** I understand that the annual $150 registration fee is nonrefundable and that my child is not officially enrolled until I have been notified that the process is complete.

\_\_\_\_\_\_\_\_\_I agree to pay $\_\_\_\_\_\_\_\_\_ per week and that all subsidies will be credited toward this

 amount and I am responsible for the full amount less subsidy.

\_\_\_\_\_\_\_\_\_I understand that daily attendance is expected and no credit will be given for any

 absences. I also understand that my child(ren) must be signed in and out on a daily basis.

\_\_\_\_\_\_\_\_\_I understand that if I am two weeks late in payment my child may be suspended

 from the program till full payment is made.

\_\_\_\_\_\_\_\_\_I understand that if my child care services are terminated due to non-payment I will need to re-apply and pay in full any previous monies owed in addition to the new registration fee.

\_\_\_\_\_\_\_\_\_I understand that before care is available from 7:00 am -8:00am and after-care is available from 4:00pm 6:00pm; both at a rate of $5.00 an hour per week.

\_\_\_\_\_\_\_\_\_I understand that I am responsible for a late pick-up fee payment of $5.00 for the first five minutes and $1.00 for each additional minute after 6:00pm

\_\_\_\_\_\_\_\_\_I understand that if I pick up my child after 6:00pm four times in a month, my child may be dropped from the program.

\_\_\_\_\_\_\_\_\_I understand that I’m responsible for a $15.00 fee if my check is returned.

\_\_\_\_\_\_\_\_\_I understand that if I choose to take my child out of the Preschool, I am required to

Provide a two weeks notices in writing.

By signing below I understand the Exploration Station The Preschool at Miami Dade College and my family are entering into a contract with one another.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian responsible for payment SSN(required)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Date