POLICY & TUITION AGREEMENT
_____ Fairfield _____ Shelton

CHILD'S NAME_____

POLICY AGREEMENT: I understand by enrolling my child at A Child's Garden I am agreeing to adhere to the policies and practices that have been established in accordance with the Connecticut Department of Health Child Day Care Licensing and those that A Child's Garden have found appropriate for the well being and safety of the children. I will be given a Parent Handbook and it is my responsibility to read it and stay informed on the written policies as well as changes that I might receive. I further understand that it is not possible to have all situations covered under a written policy and special situations will be decided upon by the administration in regards to the best interest of the children, families and staff. **Initial**

I/WE GRANT PERMISSION FOR MY/OUR CHILD TO: Be included in evaluations, pictures and videos with A Child's Garden Inc. program. Use all the age appropriate equipment and participate in all the activities of the school, unless exceptions are listed here_____ **Initial(s) _____**

A Child's Garden's discipline policy has been discussed with me/us prior to enrollment. **Initial(s) _____**

Tuition Agreement: I understand that the budget is set on a yearly basis and is billed out monthly according to the number of Mondays in a month. I agree to make my payments according to the circled payment plan:

CIRCLE ONE: Monthly or Weekly _Initial _____

Tuition Payment requirements are as follows:

1. A non-refundable registration fee is required at the time of enrollment.
2. A late pick up fee will be charged at $15.00 per quarter hour for children picked up after the scheduled pick up time. Habitual tardiness: Parents will be asked to make other arrangements for the pick up of their child. If this is not possible it will be necessary for you to withdraw your child from our program.
3. Tuition is to be paid regardless of illness, vacations, holidays and inclement weather closings.
4. Monthly Tuition is due on the 1st Monday of each month. Tuition not paid by the 10th of the month will be assessed a late charge of 10%.
5. Weekly Tuition is due the first day of the week that your child is scheduled to attend. There is no grace period for weekly payments. Late payments are assessed a 10% late charge.
6. Enrollment Changes: Decreased time or withdrawal requires 30 days written notice or you will be required to pay original tuition for 30 days. Infant/Toddler Enrollment is on a 51 week basis. A separate registration form is required for summer camp.
7. Increasing enrollment requires placement on the waiting list until an opening becomes available. Every effort will be made to accommodate you as soon as possible.
8. Switching days or make up days due to lost time are not permitted.
9. Extra days will be charged on a separate fee scale and may only be done when space is available. Advanced written request needs to be given.
10. Holidays and school closings including inclement weather are considered when the tuition budget is set; therefore, regardless of these closings regular tuition is due.
11. Returned checks will be charged $20.00. If we receive more than two returned checks from a family, it will be required that future tuition be paid in cash, money order or a certified check.
12. Children with unpaid tuition will not be permitted to attend school and their space will be filled unless arrangements for payment have been made with the business office.
13. Should collection become necessary, it will be the family's responsibility to pay any legal or collection fees as per our tuition agreement.
14. Annual tuition increases take place the first day of Summer Camp.
15. If a room is closed due to COVID-19 tuition will not be charged. If your child needs to quarantine due to COVID exposure or is COVID positive you will be responsible to pay tuition.
16. If any one of our COVID policies are knowingly violated you will be charged tuition and maybe asked to leave our program.

_____   _____

Parent Signature   Parent Signature

_____   _____

Print Name   Print Name

_____   _____

Date   Date