

HADDONFIELD CHILD CARE ENROLLMENT AGREEMENT

PARENT COPY

Please retain this copy as a reference

I understand and agree to the following:

Once I submit the Registration Form and this Enrollment Agreement, and have paid my Registration Fee, I am considered **fully registered**. At that point, I am obligated to all HCC policies, including the financial ones described below. I will be billed for a deposit of one month's tuition, which will be applied to my June tuition or refunded upon withdrawal, if all financial obligations have been met. For per diem only registrations, I will pay a deposit of \$100, of which \$5 for each month enrolled will be applied as a service charge. The remaining balance will be refunded upon payment of all financial obligations.

Once I am considered fully registered, if I withdraw from the program after **August 1, I forfeit any registration fees and non-refundable deposits, and I am obligated to pay my full September tuition. Late registrants (after August 1) are obligated for their full first month's tuition.** I must give thirty days' notice prior to the beginning of the month if I intend to withdraw or change to a per diem status. If I fail to give such notice, I will pay an **Administrative Fee of \$100.00 or one month's tuition (whichever is less)**, which will be automatically deducted from my June tuition deposit.

I must notify the HCC office **in writing** of any decrease in schedule by 3 p.m. on the 15th (or the last previous business day) of the preceding month. If I fail to give such notice, I must pay a **Processing Fee of \$50.00**, which will be automatically deducted from my June tuition deposit. Schedule changes resulting in an increase will be billed at the full monthly rate or a per diem rate, whichever is less.

After completing the process to be fully registered, I understand that my child is not considered **fully enrolled**, and therefore may not begin attending, until **all** paperwork is completed and **received** by the HCC office. My child must be fully enrolled by **3 p.m. on Tuesday** to begin attending the following week (except for the period when the office is closed to registration prior to the beginning of school).

Tuition is due on the 1st day of each month. All payments must be made directly to the HCC PO box or the HCC office; HCC is not responsible for any payments or paperwork left elsewhere or received late due to mail delays. I will pay a late charge of \$15.00 if my payment is not received in the office by the 7th day of the month. My child will not be admitted to the program on the next regularly scheduled program day if there is any balance remaining on my account on the last day of the month. Per their requirement, the school principal will be notified 2-3 days in advance of pending suspensions. My child may not be re-admitted until the balance is paid in full, either in cash, or by money order, certified check, or credit card (with additional 3.5% fee).

My payment is based on a yearly tuition divided and billed in ten equal installments, so it is the same for all months in the school year. There will be no reductions or refunds for snow days, school closings, absences, vacations, or mid-month withdrawals.

If I arrive past my scheduled pick-up time, I will pay HCC additional fees. For 5:00 pickup, if I call before 5:00 to extend, a late fee of \$1.00 per minute will be charged up to a maximum of \$15, until 6:00. For 5:00 with no prior notice, or for 6:00 pickup, the fee will be \$1.00 per minute, with a minimum of \$15 to a maximum of \$30. Lateness three or more times in a semester for 5:00 pickup without notice will result in automatic change to 6:00 going forward. Lateness two times in a semester for 6:00 pickup will result in a warning, and the third time may result in termination from the program.

My child may be suspended or permanently removed from the program due to ongoing and/or serious behavior problems. No tuition reductions or refunds will be given in such cases.

I must notify HCC by 2:30 p.m. if my child is not going to be attending the after school program, or by 10:30 am for afternoon EDKP. After one incident, a \$15 penalty will be applied for failure to make notification in a timely manner. Repeated incidents may be cause for removal from the program.

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HCC COPY

Must be signed and returned along with Registration Form

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Name of Child(ren)

Signature of Parent/Guardian

Date