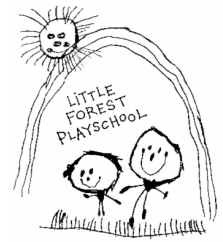


Little Forest Playschool
Fall Contract of Enrollment
August 15, 2011 – May 25, 2012



Child's Name _____ Birthdate _____

Address _____

Phone # _____ Email address _____

Start date _____ End date _____

Please refer to the rate and schedules sheet for approved schedules

<u>Classrooms</u>	
<input type="checkbox"/>	Room 1 (3-4 yrs old)
<input type="checkbox"/>	Room 3 (2-3 yrs old)
<input type="checkbox"/>	Room 4 (4-5 yrs old)

<u>Days</u>	<u>Times</u>
<input type="checkbox"/> Monday	_____ to _____
<input type="checkbox"/> Tuesday	_____ to _____
<input type="checkbox"/> Wednesday	_____ to _____
<input type="checkbox"/> Thursday	_____ to _____
<input type="checkbox"/> Friday	_____ to _____

<u>Room 2</u>	
<input type="checkbox"/>	MWF (9:00-12:00)
<input type="checkbox"/>	TTh (9:00-12:00)

I am enrolling my child for the 2011 – 2012 school year. I understand and agree to the following conditions:

There is a \$70 non-refundable REGISTRATION FEE for each child due immediately.

The MONTHLY TUITION is \$ _____, due by the 15th of each month; September through May.

An Enrollment Deposit of \$ _____ (half month's tuition) is required before attending.

If a student's account is paid up, this deposit will be applied to May's tuition or the tuition for the last month the child is enrolled at Little Forest Playschool. Otherwise, the enrollment deposit will be applied to any unpaid tuition or fees.

After August 15, 2011, LFP requires 14 days written notice before withdrawing a child and a withdrawal fee \$85 will be charged in the event that a child is withdrawn before the end of the contract period. Failure to provide 14 days written notice of early withdrawal will result in a forfeiture of the enrollment deposit.

Contracts exclude care during the entire Winter Break and Spring Break of the Los Alamos Public Schools, as well as all public holidays, and any day the Board of Directors deems necessary or beneficial for the school.

A \$25 late payment fee will be charged for balances not paid in full by the monthly deadline unless arrangements have been made in advance with the Director.

Fees are charged by the month regardless of attendance. If a child is absent for 4 or more consecutive weeks and gives prior written notice, the period of absence will be billed at one-half of one month's contracted tuition rate.

A change of schedule fee is charged for any schedule changes made after the initial registration: \$10 for the first change, \$20 for the second change, \$30 for the third change and \$50 for all subsequent changes.

Drop in child care is offered on a space available basis. Arrangements for drop in care must be made with the office staff ahead of time. The drop in rate is \$8.20/hr.

A fee of \$5.00 for every 5 minutes or fraction thereof will be charged if a child is dropped off earlier or picked up later than scheduled.

Every family who has a child enrolled for more than two months during the school year is responsible for 8 WORK CREDITS (5 school-wide Work Credits and 3 classroom Work Credits). If the family does not complete the Work Credit requirement, a \$75 fee is charged at the end of the year or when the child is withdrawn for each Work Credit not completed.

At least one parent/guardian from each family new to Playschool is required to attend a New Parent Orientation. Any family who has not attended a New Parent Orientation within four months of enrollment will be responsible for an additional Work Credit or an additional \$75 fee.

Each child's most current Immunization Record is due 5 business days prior to the first day of attendance at LFP. A new Immunization Record should be delivered to LFP any time a child has received new immunizations.

Little Forest Playschool Handbooks are available to all families. Parents/Guardians are expected to read the Handbook and be familiar with and abide by its contents.

Failure to submit this contract and the enrollment fee by the deadline may lead to forfeiture of the child's reserved space at LFP.

Parent Name _____
(printed)

Parent Signature _____ Date _____

Director Signature _____ Date _____