



Enrollment Agreement

Child's Full Name: _____ Child's Date of Birth: _____

Enrollment Date: _____ Days in which child will be enrolled: M T W TH F

Drop off Time: _____ Pick-Up Time: _____

Child's Preferred Name: (John vs. Jack, Thomas vs. Tom etc.) _____

Parent/Guardian Name(s): _____

Relationship to Child: _____

Parent/Guardian Marital Status: Single Married Divorced

Address: _____
Street City State Zip

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Cell Phone: _____ Email: _____

-
- All tuition payments are due on Monday. Families are required to pay their full tuition rates regardless of closing due to weather conditions, holidays and their child's attendance in our program.

Little Steps Early Learning Center will be closed on the following days:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve (Early closure, typically by 2:30)
Independence Day	Christmas Day
Labor Day	

- A late payment charge of \$10.00 will be charged each Friday to any accounts with a balance.
- We may not be able to accept a child for care if an account is two or more weeks overdue.
- A fee of \$10 will apply for care provided outside of scheduled hours.
- A late pickup fee of \$10.00 will be applied to any families who arrive between 6:00pm and 6:15pm. After 6:15pm you will be charged \$15.00 for each 15 minute increment.
- A Service Charge of \$25.00 will be added to tuition charges for each returned check.
- A deposit equal to one week of care will be collected at admission. This deposit will be applied to the final week of care when appropriate notice of termination of care is provided.
- No one, other than the owners/operators of the center may change, alter, or modify this agreement or the policies of Little Steps Early Learning Center. All policy changes will be made in writing and distributed to all parents, at such time the policy is enforced immediately unless otherwise stated.
- Little Steps Early Learning Center may terminate this agreement at any time upon written notice.
- Little Steps Early Learning Center does not discriminate on the basis of race, color, national origin, cultural heritage, sex or marital status.

- Periodically Little Steps Early Learning Center may institute increases in tuition or other fees. Such increases shall not affect the other terms contained in this agreement. All other terms shall remain in full force and effect.
- The undersigned guardians acknowledge and agree that they shall be liable for any and all costs incurred by Little Steps Early Learning Center arising from or relating to the collection of tuition, late fees, enrollment or registration fees which are not paid as specified in the agreement, including any and all attorney's fees and court costs. Little Steps Early Learning Center also has the right to collect interest, charged at the legal rate for all outstanding balances.
- The undersigned guardians acknowledge and agree to absolve Little Steps Early Learning Center from any and all legal liability due to unforeseen injury, accident, loss of limb or life.
- Enrollment and participation in Little Steps Early Learning Center child care programs is directly dependent on agreeing to abide by all policies and procedures. By signing below you acknowledge that you have read and agree to abide by all policies and procedures as written in the Parent Handbook, or otherwise stated. Any failure to comply with the terms of the Parent Handbook or this agreement could result in the termination of your child's enrollment.
- The parties have read and understand this Enrollment Agreement (Along with the applicable provisions of the Parent Handbook and other necessary enrollment documents).

Tuition Due (each Monday): \$ _____ **Initial** _____ **Initial** _____

THE SIGNATURE BELOW CONSTITUTES AGREEMENT WITH ALL SUCH PROVISIONS BETWEEN THE TWO PARTIES.

Parent/Guardian: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Parent Code-Last four digits of social:

Name: _____ **Code:** _____

Name: _____ **Code:** _____

Authorized pickup person:

Name: _____ **Code:** _____

Name: _____ **Code:** _____

For Director Use Only:

Room: Infant Toddler Pre-K **Weekly Tuition Confirmed**

Notes: _____
