

ENROLLMENT AGREEMENT

1. The program's hours of operation are 6:30AM – 6:00PM.
2. There is a \$100 annual and non-refundable registration fee per family.
3. Tuition is due on Monday by noon of the week of care to be provided. Tuition can be paid by check, cash, or credit card.
4. A late fee of \$20 will be charged to my account if tuition is not paid by Wednesday at 6:00PM. A \$30 returned check fee and late fee will be charged to my account for all NSF charges. I may be required to pay by money order, thereafter.
5. Once my account is more than one week in arrears, my child may not return until my account is up to date, including the current week.
6. There is a one week security deposit due upon registration.
7. A two week notice is required to make a change to your regular schedule.
8. Vacation notices must be turned in two weeks before vacation date. Only full time children are eligible for vacation time. Kindergarten, latch key, part time and preschool only do not qualify for vacation time. You may not take vacation time prior to attendance at the center for 90 days. If vacation time is taken prior to 90 days, you are required to pay for that time. It is not advisable to take your vacation during holiday weeks. You will still be responsible for the holiday pay at the "holiday rate".

9. Rosey's will be closed and charges for the following holidays: New Years Day, Memorial Day, 4th of July, the Friday before Labor Day, Labor Day, Thanksgiving and day after, Christmas Eve, Christmas Day and New Years Eve. (See January Newsletter for exact dates).
10. There is a \$1.00 per minute late pick up fee charged for every minute my child is in attendance after 6:00PM. Additional fees apply after 6:15. Please see the Late Fee Policy for more information. The fee will automatically be assessed to my account.
11. There will be no discounts for absences or holidays.
12. Two weeks notice is required for withdrawal from the program. Vacation time may not be used during those two weeks.
13. I give Rosey's Romper Room permission to photograph and/or videotape my child while in attendance.
14. If my child is left more than 30 minutes after closing time, legal authorities may be contacted.
15. Rosey's is a "peanut free" environment. Due to the extremely high allergic reaction to peanuts, we have become a totally peanut free center.
15. Periodically, the bottle cap agency, Great Lakes Marketing, comes in to test the efficiency of child safe bottle caps. If you do not want your child to participate in the testing, please advise the office staff.
16. I understand that I can not directly or indirectly solicit any employee or agent of Rosey's to enter into an employee contract or that of an independent contractor within employment or six months after their employment with Rosey's Romper Room has ended.

Projected enrollment Date: _____

Rate: _____

Child's name _____ **Birth Date** _____
Name usually called _____ **Sex** _____ **Age** _____

Child's name _____ **Birth Date** _____
Name usually called _____ **Sex** _____ **Age** _____

Home address _____ **City** _____

State _____ **Zip Code** _____ **Phone #** _____

Parents are: _____ **Married** _____ **Divorced**

_____ **Living Together** _____ **Single Parents**

_____ **Separated** _____ **Widowed**

Mother's Name

Father's Name

Occupation

Occupation

Social Security #

Social Security #

Driver's License #

Driver's License #

E-mail Address

E-mail Address

Special Instructions:

Allergies: _____

Classroom: _____ **Infant** _____ **Baby #1** _____ **Baby #2**
 _____ **Young Toddler** _____ **Older Toddler**
 _____ **Preschool Prep.** _____ **3 Yr. Preschool**
 _____ **4 Yr. Preschool** _____ **Rosey Kindergarten**
 _____ **Before/After School Latch Key**
 _____ **Summer Camp**

Schedule _____ **Full Time** _____ **Days/Hrs.**

_____ **Part Time** _____ **Days/Hrs.**

How did you hear about Rosey's?

Names and ages of siblings not attending Rosey's:

I hereby understand and agree to abide by this enrollment Agreement. I have received a copy of Rosey's Romper Room's policies and procedures, and I agree to uphold all policies and procedures.

Parent's signature

Date

Printed Name

Parent's signature

Date

Printed Name