



PINE TREE SCHOOL ADMISSION AGREEMENT AND CONTRACT

Please read the following information in each box and sign your initial indicating you understand the terms of your financial responsibility:

_____ I agree	REGISTRATION FEE: There is a non-refundable registration fee of \$125.00
_____ I agree	NAPPING SUPPLIES: Children who have childcare past 11:30 am are required to rest/nap. Parents must purchase a junior size sleeping bag. Parents may purchase a sleeping bag from the school.
_____ I agree	LUNCH: You may choose to participate in our lunch program for a fee of \$40 per month. This fee must be paid prior to the 1 st of each month. Add this amount to your tuition. If you do not pay, you must provide a lunch from home. IF you forget your child's lunch Pine Tree will provide your child a lunch and you will be billed \$5.00 per lunch.
_____ I agree	EXTENDED HOURS BEYOND CHILD'S RESERVED SCHEDULE: Time used before or after your child's Reserved Scheduled Time will be considered extended hours. You will be charged a minimum of \$6.00 per half hour segment at a maximum of \$60 per day. You will be issued a separate invoice and it is payable upon receipt.
_____ I agree	LATE FEE AFTER 5:45 pm: There will be a minimum charge of \$15.00 for every 15 minutes past 5:45pm time.
_____ I agree	RETURNED CHECKS: There will be a \$40.00 service charge on each returned check from the bank. Parents will be required to pay their tuition and service charge in cash immediately.
_____ I agree	LATE TUITION: There is a \$20.00 per day late fee for tuition not being paid on time.
_____ I agree	TODDLERS ONLY: Parents have the option to request in writing to remove the child from the Toddler Program between ages of 24 to 30 months or extend the child stay until the age of 36 months depending on classroom availability.
_____ I agree	TUITION DUE DATE: Tuition is due before the first calendar day of each month prior to child care/ pre-school Services.
_____ I agree	TUITION IS PAYABLE REGARDLESS: Tuition is based on your contracted reserved days and hours. Tuition is payable regardless of missed, sick, holidays or vacations. MONTHLY SCHEDULE _____ YOUR MONTHLY TUITION IS: _____
_____ I agree	CHANGES TO SCHEDULE: To make a change to your scheduled days and hours, we require a 30 day written request. Please note that availability of schedules may be limited.
_____ I agree	WITHDRAWL NOTICE: You must give the director a written notice of withdrawal 30 days prior to terminating childcare/preschool services. Upon receiving this notice, the Director will give you a letter that acknowledges your last day of childcare/preschool services. If the Director does not receive a written notice, you will still be under contract and be expected to pay your invoices.
_____ I agree	PARENT HAND BOOK: You have received a Parent Hand Book of the Policies and Procedures and had the opportunity to discuss the policies and procedures with the School Director or Head Teacher
_____ I agree	VOUCHER TIME SHEET: Parents who have their child on a Tuition Voucher Program must fill in their Voucher Time Sheets daily and abide by the voucher contract's scheduled hours. You will become personally responsible for any child care tuition not paid by the voucher agency.
_____ I agree	COURT FEES: Should it become necessary for Pine Tree School to hire a collection agency for non-payment of fees, you will be responsible for all the collection fees and any other legal fees required to obtain payment.

I, the undersigned parent/legal guardian understand and will adhere to the policies, Procedures within the Pine Tree School Parent Handbook and I accept all my financial responsibilities in this contract.

Parent/Guardian Signature _____

Date _____

Admin Signature _____

Date _____