

PINE TREE SCHOOL ADMISSION AGREEMENT AND CONTRACT

_____ is scheduled to attend Pine Tree School _____ days _____ hours
 Child's full name

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 child care past 12:30 pm are required to purchase a Rollee Pollee (an all in one, blanket, mat cover, and pillow from the school. These napping blankets meet the requirements of the Health and Safety codes of a child care center. The Rollee Pollee is available for sale at our center.
_____ I agree	LUNCH: You may choose to participate in our lunch program for a fee of \$20 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. 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 \$1.00 for every minute past 5:45 pm
_____ I agree	FIELD TRIPS: Occasionally throughout the year the school may offer fun and exciting field trips. Some of these Field trips may have a fee.
_____ 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	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. 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	WITHDRAWAL 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 parents/guardians 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