



ENROLLMENT AGREEMENT

Child's Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent / Legal Guardian Name(s): \_\_\_\_\_

Please initial each section listed below, then sign and date the last page.

TUITION and MODIFICATIONS CONDITIONS:

I have enrolled my child in the following program(s): Infants - Toddlers - Twos - Pre-School - Pre-K - UPK

From \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Days: (check all that apply) M T W TH F

Monthly Payment \$\_\_\_\_\_ due on the 1st day of the month (pre-paid). A late fee of \$30 will be charged if tuition is not received by the 5TH day of the month. Each week thereafter an additional \$20 late fee will be applied.

Weekly Payments \$\_\_\_\_\_ due on Friday before the week of service is provided (pre-paid). A late fee of \$15 will be charged if tuition is not paid by Monday of the week service is provided.

Families enrolled in the UPK wraparound program will be required to pay an additional \$20 per day when the Clarkstown, Nyack, Nanuet, North Rockland schools are closed if their child is attending that day.

The current tuition rate for the program I have chosen is \$\_\_\_\_\_ per week/per month. I understand that rates are subject to change with reasonable notice as conditions require. The center follows state specific required time frames on tuition and modifications notices.

AGENCY REIMBURSEMENT:

I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I also understand that I am solely responsible for promptly communicating any changes in my status that would affect my agency reimbursement, and that I am solely responsible for payment to Tutor Time of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes.

LATE OR UNPAID TUITION:

I understand that if my account is delinquent for more than one week, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent to a third-party collection agency.

SECURITY DEPOSIT:

A security deposit of one week's tuition will be required upon registration. This tuition is applied to the last week of enrollment in the program after a written withdrawal notice is given. Security deposits are applied to tuition only and are not refundable.

**RETURNED CHECKS:**

I understand that a processing fee of \$25.00 will be charged to my account for all checks or Tuition Express which is returned for any reason and this fee is in addition to any charges that my bank or financial institution may charge me. **If more than 2 checks are returned within a calendar year, I will be required to pay by money order or cash.**

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**REGISTRATION FEE:**

**An Annual, Non-Refundable Registration Fee of \$100** is due for each child for the period of September 1<sup>st</sup> through August 31<sup>st</sup> (excluding summer camp). Summer camp will be open June through August according to the local public school calendar. School age children will pay a separate registration fee and tuition fee for camp. Preschoolers may have a separate activities fee for the summer. PreSchool /PreK Learning Material Fee: \$65.00

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**SUMMER REGISTRATION AND ACTIVITY FEE:**

School age camp will be open during the summer months according to the local public-school calendar. Camp children will pay a separate Registration and Camp Tuition Fee during these months. In instances of agency reimbursement, the Summer Registration and Activity Fee may be my responsibility.

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**DISCOUNTS:**

I understand that if my child attends full time, a ten percent (10%) discount is offered to me for each additional child from my immediate family who enrolls in a full-time program. The discount is applied to the lowest tuition rate. Discounts are not applicable on any fees or services, Agency Co-Pays, or special program promotions and cannot be combined with any other discount or promotion. Accounts must be kept current to receive a discount. If your account is in arrears, your discount will be withdrawn.

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**CHARGES AND PROCEDURE FOR LATE PICK-UP:**

An early drop/ late pick up fee will be charged as follows. \$30 per every 15 minutes before or after center closes (payable upon pick-up. \$15 per every 15 minutes before or after scheduled pick up or drop time.

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**ENROLLMENT:**

I understand that the completion and execution of any forms and the payment of any tuition, timely or in advance, is not a guarantee of enrollment, continued enrollment or re-enrollment. My child may be refused enrollment or may be disenrolled at any time, with or without notice, when it is believed, at Tutor Time's sole discretion, that discontinuing or refusing enrollment is in the best interest of my child, the center or the other children in Tutor Time's care. I further understand that enrollment at Tutor Time is not a guarantee of academic or other success, progression or promotion.

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**COVID Policy:**

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work as creatively as possible to provide care and support to our families and staff. Therefore, if we must close a classroom or the center for a short period of time, tuition will still be collected during that time.

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**INCLEMENT WEATHER OR OTHER DISASTERS**

I understand that it is Tutor Time's intention to be open and provide childcare service every weekday of the year, excluding holidays, but that inclement weather, natural/national disaster or major building issue may disrupt service from time to time. I will contact the center to ensure that it is open during inclement weather/natural disaster. I agree that in the event that the center is closed for an extended period of time, I will continue to be responsible for my tuition payments for up to **ONE WEEK**.

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**HOLIDAYS:**

School will be closed on the following days. Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Staff Development Day (the last Friday prior to Labor Day), Thanksgiving Day, The day after Thanksgiving (staff training day), Christmas Day and New Year's Day. However, tuition is still due these holidays. The center will be closed at 2:00 p.m. on Christmas Eve and New Years Eve. In additional the school may be closed infrequently for weather related reasons. Tuition is still due for these days. I agree that I will not receive a refund, credit or any other allowance for holiday. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday.

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**ABSENCES/VACATIONS:**

I agree to inform the school immediately if my child will be absent on any day. I understand that no allowances, credits, refunds, or make up days shall be made for occasional absences (i.e., sickness). My regularly contracted tuition is due for all weeks when my child attends any part of the week. There is no credit given for single days. I also understand that if I withdraw my child during a vacation, I will be required to pay a new non-refundable registration fee upon return. For every 6 months of enrollment, your child may take one week of vacation Monday through Friday (not in attendance). During these vacation weeks you will need to pay 50% of your normal tuition for us to hold your position. (Maximum 2 weeks annually, non-cumulative; to be taken in full week blocks – no credit for single days out).

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**WITHDRAWAL FROM PROGRAM:**

I understand that I must provide a two (2) week written notice of withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether or not my child attends. I understand that when my child is withdrawn, s/he will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to pay a new non-refundable Registration Fee. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (Registration or Activity) are non-refundable.

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**DAILY SIGN-IN AND SIGN-OUT: COVID**

Children will be received from the front door by an administrator or staff member.

Temperatures will be taken before entering the building.

At the end of the day, come to the door and an administrator or staff member will bring your child out to you.

Please adhere to social distancing when dropping off and picking up

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**RELEASE OF CHILD(REN):**

I understand that my child will only be released to me, a parent or legal guardian (except where prohibited by state child care law or court order) and to those persons whose names I have listed on the **Authorization for Student Pick-up** form. I understand that Tutor Time may require, at any time and without notice, satisfactory proof of identification and a valid driver's license from any person, including myself, who proposes to pick up and transport my child(ren). I understand that, for the safety and security of my child(ren), if an emergency were to arise where an unauthorized person must pick up or drop off my child(ren), I will be required to provide a password or other verification, as directed by the center. I will be required to follow the center's instructions for **Student Release to an Unauthorized Person** policy which requires a photo ID from the person picking up my child and the completion of a release form which I must sign upon my next arrival at the center. I understand that Tutor Time has the right to refuse to release a child to any person, including myself, who fails or refuses to follow Tutor Time's Sign-In, Sign-Out and Child Release policies, or to any person who appears, in the sole discretion of Tutor Time, unable to safely transport my child(ren). I understand that no person under the age of 18, including family members but excluding emancipated minor parents, may pick up a child from the center.

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**MODEL RELEASE:**

Tutor Time Learning Centers, LLC, its agents, affiliates and licensees,  may  may not use photographs, reproductions, images or sound recordings of my child for advertising, publicity or any other lawful purpose.

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**PHOTOGRAPHS, VIDEOS AND AUDIO TAPES:**

I understand and agree that, in consideration for being allowed to photograph, videotape or audio record my child on Tutor Time property; I shall only use such recording for lawful and private home use, and will not publish, publicly display or sell such recordings.

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**CHILD INFORMATION:**

I understand that it is my sole responsibility to inform Tutor Time of any changes in my personal information or my child's personal information including, but not limited to, address, home phone number, work phone number, cellular phone number, days and hours of work, days and hours of school, transportation arrangements, child's medical conditions and any changes that may affect my child's enrollment. I understand that Tutor Time will not be responsible for errors or claims resulting from my failure to provide current personal information.

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**EMERGENCY CONTACTS:**

I understand that I am required to provide and maintain at all times a minimum of two (2) additional emergency contacts other than myself, including full names, home and work phone numbers, cellular phone numbers, addresses, driver's license numbers or state identification numbers, and relationship to my child(ren). I understand that in the event of any emergency for which I cannot be reached, and the emergency contacts cannot be reached, that the center may contact the police or other local authorities for assistance.

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**CENTER SAFETY**

I understand that Tutor Time has an open-door policy for parents and legal guardians, however, currently limitations have been placed on the number of adults who have access to the building. I understand that access to the center may be restricted to custodial parents pursuant to state childcare regulations or may be further restricted by court order. I further understand that, for any reason it deems appropriate for the preservation of the safety, security, health or general well being of the center, Tutor Time may temporarily or permanently exclude any person from the center, including a parent, whom Tutor Time finds at its sole discretion, poses or is likely to pose a risk to the center or who fails or refuses to conduct him or herself in a manner befitting a child care environment. Prohibitions include but are not limited to; profanity, yelling, threatening, aggressive or violent behavior, intoxication or failure to follow Tutor Time policies and procedures.

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**INTERVIEWING CHILDREN AND INSPECTING RECORDS:**

I understand that the state child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the center, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by Tutor Time.

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**ILLNESS AND RE-ADMISSION:**

I understand that I will be notified should my child become ill during the day, and that I will pick up my child promptly upon such notification. If my child is exposed to or contracts a contagious disease, (including COVID) I agree to notify the center and I understand that my child will be re-admitted according to the Tutor Time Re-admission Criteria in the ***Policy Agreement***.

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**MEDICATION:**

I understand that Tutor Time is not required to administer any medication, and that I must administer all prescription and over-the-counter medication. If medication must be administered during the day, I agree to fill out the ***New York State Written Medication Consent Form*** and give the medications and completed forms to the appropriate management person in charge. I understand that I must strictly follow all Tutor Time policies related to the administration of medication in the center, and that Tutor Time may refuse to administer any medication at any time, without notice when, at Tutor Time's sole discretion, such action is in the best interest of my child.

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**MEALS:**

Lunch, two nutritious snacks and beverages will be served daily for all fulltime children. It is the responsibility of infant parents to provide the food for their infant who cannot yet eat the food provided by Tutor Time. Under New York State Regulations children who are in the center for ten hours or more are required to have a ***nutritious meal*** supplied.

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**PERSONAL ITEMS:**

I understand that Tutor Time is not responsible for lost or damaged personal items. I will ensure that my child(ren)'s clothing, backpacks and other personal items are clearly labeled with child(ren)'s first and last name. All grooming materials will be supplied by parents such as creams and ointments (labeled). Disposable diapers must be provided for your child. Clean clothes must be labeled and packed for your child.

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**ALL TUTOR TIME POLICIES & STATE REGULATION:**

I understand that the above policies are not an all-inclusive list of policies, and that my child(ren), my family members, authorized agents and I are bound by state childcare regulations, the **Policy Agreement**, and all other Tutor Time policies, which may be modified at any time, without notice. I also understand that the childcare regulations of the state in which my child attends may prevail over these Tutor Time policies when the state regulation is stricter. I further understand that my continued enrollment at Tutor Time constitutes my acknowledgement of, and agreement to abide by, all Tutor Time Policies and state regulations.

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**PARENT POLICY AGREEMENT:**

I have received a copy of the Tutor Time **Policy Agreement**. I have read and understand its contents and policies and agree to be bound by same.

\_\_\_\_\_

**NO MODIFICATIONS:**

No terms of this Agreement may be altered, revised, modified or deleted by any person except in cases of Tutor Time policy change or rate change to which both Tutor Time and I must initial. Any alterations, revisions, modifications or deletions of any term of this Agreement are null and void.

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**These policies have been reviewed with me by center management. I understand and will comply with the policies included in Tutor Time’s Enrollment Agreement and Policy Agreement. Policies in this contract will supersede all other previous documents.**

Parent or Legal Guardian:

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Printed Name)

Center Director:

\_\_\_\_\_  
(Signature) (Date)