



1672 Highway 35
Middletown, New Jersey 07748
732-706-1567

ENROLLMENT AGREEMENT

Child's Name: _____ DOB: _____ Assigned Classroom: _____

Address: _____

Phone Number: _____

Parent/Guardian Name(s): _____

Welcome to First Steps Early Learning Center. Your child has been accepted and enrolled starting _____.

Please read over the following terms and conditions carefully. Failure to meet these conditions may result in the termination of your child's enrollment.

Registration Fee:

A registration fee of \$50 must be submitted with the contract in order to secure your child's enrollment. This is a non-refundable fee that is due at the time of enrollment and again each September.

Security Deposit:

A one-week security deposit will be required at the time of enrollment. Please see section regarding withdrawal/termination for more information about the security deposit.

Weekly Tuition:

Your payment of \$_____ is due weekly in full, with no deduction for any absences or holidays closings. Payments are to be submitted on or before Monday of each new week. If payment is not received by the end of Monday, a \$25 late fee will be assessed to your account. Tuition is subject to increase each year. A written notice will be provided at least two weeks prior to the change.

Payment:

Tuition payment is accepted in the form of cash, check or credit card. Please make checks payable to *FIRST STEPS*. In the event of a returned check, a \$35 fee will be assessed by the center. First Steps will then have the option to refuse any future checks. The center reserves the right to terminate service if tuition payments are not kept current.

Schedule:

In order to maintain excellent child/staff ratios, we kindly ask you to provide an anticipated schedule. We understand that drop off/pick up times may vary.

- Part Time (1-3 hours)
- Full Time (4-10 hours)

My child attends on: Monday Tuesday Wednesday Thursday Friday

Child's Drop-Off Arrival Time _____ Child's Pick-Up Time _____

*Drop in days are available for part time children. \$_____ per drop in day.

Hours of Operation/Late Fees:



The regular operating hours of the center are Monday – Friday from 7:00am to 6:30pm. Should your child be picked up after closing hours, a \$15 fee shall be assessed for every 15 minutes missed. Please do your best to be on time or contact the office if you are running late. Legal authorities may be contacted for children left at the center more than one hour after closing time of the center.

School Closings:

Please refer to our “Annual School Closings” document for all official closures. Weekly tuition is due in full despite school closings. The center is open whenever possible, but should it be necessary to close due to severe weather conditions, please check NEWS12 New Jersey: <http://newjersey.news12.com/> or www.firststeps-earlylearningcenter.com for inclement weather information.

School Policies:

I have read and agree to the Family Handbook policies including:

Precautions	Dress Code	Diapers and Potty Training
Allergies	Medication	Injuries
Medical Records	Biting	Tuition/fees
Confidentiality	Sign in and out	Schedule
Payment	Discount credits/Vacations	Open door policy
Hours of operation	After hours and fees	Holiday Closings
Toys from home	Withdrawal	Activities, parties, celebrations
Outside Employment of Staff	Inclement weather	Emergency evacuation/ drills
Discipline Policy	Information to Parents	Termination/Expulsion Policy
Suspected abuse and neglect	Illness and contagious disease	Sick Policy

Drop Off/Pick Up:

If your child is picked up by a person other than the parent/guardian or other authorized person, the Center requires written permission and a photo ID in order to release your child. Unless the center has a written court order on file, either parent has the right to pick up or drop off the child. If a child arrives late or is picked up early, there is no deduction in tuition. Once the parent/guardian arrives at drop off/pick up time, the child’s protection & safety is the sole responsibility of the parent/guardian.

Withdrawal/Termination

A written notice of withdrawal must be submitted two (2) weeks prior to your child’s final date of attendance. Failure to submit the notice of withdrawal will result in the security deposit being retained by the center. We reserve the right to determine if your child’s best interests are being served at our school. Inappropriate behavior and violation of policies are just a few examples of what could cause termination. Please refer to the handbook for my examples.

I have read, understand and agree to abide by the policies and this contract of “First Steps Early Learning Center” as set forth in this agreement.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



Director, First Steps Early Learning Center

Date