

## Great Beginnings Early Learning Center Admission Agreement

For \_\_\_\_\_  
(Child's Name)

### Days and Hours of Attendance

Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_

Monthly Rate \_\_\_\_\_

Great Beginnings Early Learning Center provides care and education to children ages 2 to 6 years. Services are offered only during the hours of operation listed in the Parent Handbook. We offer a safe and stimulating program that encourages children to explore and learn at their own pace, in a way that interesting and exciting for them. Our main objective is to work in partnership with families to create a community where children are motivated and love to learn and explore. It is our goal to instill a passion for learning that carries with the children throughout their lives. Please initial each of the points below and sign and date at the bottom.

\_\_\_\_\_ Payments are due in advance of the upcoming month on the last day of the preceding month. Payment is due for your child's contracted day regardless of attendance. \_\_\_\_\_ Check here if using the bimonthly payment plan. (Due in advance of each month on the 31st.) Checks will be deposited on the 1st and the 15th of each month.

\_\_\_\_\_ Tuition fees are due in order to secure the contracted days of enrollment. Payment is due regardless of attendance. Reasons for not attending include illness, vacations and holiday school closures.

\_\_\_\_\_ A late fee of \$30 will be assessed on tuition payments not received by the 20th of each month. If payment is not received by the end of the month your child will not be allowed to attend until payment is made in full.

\_\_\_\_\_ There is a \$30 service fee due for any check returned for insufficient funds.

\_\_\_\_\_ A \$2.00 per minute late fee will be assessed for every minute your child is in care past 5:30 PM, beginning at 5:31 PM. This fee is payable, in cash, to the closing teacher on your child's next day.

\_\_\_\_\_ A 30 day notice is required by the parent to make any changes to the admission agreement. This includes adding or dropping days, as well as termination of services. If it is not possible to provide 30 days notice full payment can be made in lieu of notice. A 30 day notice will also be provided to the parent by Great Beginnings if any changes are to be made to the Parent Handbook or Admission Agreement.

\_\_\_\_\_ Reasons for early termination of care without a 30 day notice from Great Beginnings are as discussed in The Parent Handbook.

\_\_\_\_\_ It is the parent's responsibility to read the Parent Handbook and follow the policies and procedures contained within it.

\_\_\_\_\_ Great Beginnings Early Learning Center does not issue refunds of the registration fee or the monthly tuition.

\_\_\_\_\_ As stated in the handbook, the state licensing agency has the right to enter the facility to perform inspections and conduct interviews with children and staff.

By signing this agreement and enrolling your child in Great Beginnings Early Learning Center you agree to follow the policies and procedures set forth in the Parent Handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_