



## ENROLLMENT AGREEMENT

CHILD'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**In return for daycare services accorded to by the Corporation of First Environments Early Learning Center, I agree to the following conditions and fees:**

1. That the Center will provide daycare services between the hours of 7:00 A.M. and 5:30 P.M. Monday through Friday. A fee of \$15 will be charged for each fifteen minutes or fraction thereof past 5:30 P.M. for late pickup.
2. That the center will be closed on all federal holidays, and in addition, one day each for Fall Break (day after Thanksgiving), Winter Break (usually day before December 25th), and a Teacher workday (usually in the Fall).
3. To submit an enrollment deposit in the amount of \$420.00 to cover any unpaid charges due at the time of departure from the Center. The deposit (minus any fees due to the Center) will be refunded by the Center within 30 days from the last day of enrollment. Those deposits will not be refunded in cases of dismissal due to violation of Center policies or failure to provide a 30-day notice of withdrawal.
4. To pay a biweekly tuition of \$\_\_\_\_\_. That payment is automatically drafted from your bank account biweekly. That all fees for non-sufficient funds will be paid by the parents/guardians. I agree to pay all subsequent tuition and fee increases as they are instituted.
5. To pay full tuition payments which are required whether or not the child is in attendance. Tuition payments will not be adjusted for vacation, sickness, holiday, inclement weather closure, and when there is an Executive Order by the President for Closings of the Federal Government. Tuition payments are due for all periods of absence regardless of reason. The full tuition and fees are due for all periods where the Center is open but the federal government is in furlough or shutdown. The Board may be petitioned in cases of lengthy absences due to illness.
6. To comply with the regulations of the Department of Health of Durham County, which requires physical examinations and immunizations for every child as specified by the State of North Carolina. Immunization records will be updated regularly and upon request by the Center.

## FEELC ENROLLMENT AGREEMENT (cont.)

7. To refrain from bringing children with symptoms of illness, infection, or fever to the Center and to adhere to and cooperate with all Center policies regarding illness.
8. To provide a change of clothing to be left at the Center for each child. To mark all clothing and to agree that the Center is not responsible for lost clothing.
9. To consult with the classroom teacher in all cases involving bringing personal items (toys, etc.) to the Center.
10. That parents may provide lunch for their children only if the nutrition guidelines and food allergy restrictions followed by the Center are adhered to. Those parents must provide food for children unable to eat the lunch provided by the Center.
11. To comply with all policies relating to food items brought into the Center with respect to allergies.
12. That a parent must accompany their children into the Center and see that proper supervision is established before leaving. That a parent must enter the Center to pick up their children.
13. To cooperate with and agree to the Center policy and State law regarding afternoon rest period/nap time for each child.
14. That the Center has my permission to administer First Aid and/or obtain medical treatment in the event of an emergency. That I agree to pay all expenses incurred by such an emergency.
15. To donate 6 hours per year (per family) in service to the Center as described in the Parent Handbook. That a fee of \$50 will be charged for each hour not provided, and I will pay that fee according to Center guidelines.
16. That this enrollment agreement is subject to change with two weeks' notice.
17. That this agreement may be terminated:
  - a) Thirty days following written notice from me with the intent to withdraw from the Center.
  - b) Fourteen days following notification by the Center of non-payment of fees.
  - c) Thirty days following notification by the Center due to violation of Center policies.
  - d) Immediately upon notification by the Center due to abusive or disruptive language or actions directed towards any staff member or Board member of First Environments.

**I have read and agree to all of the provisions of this Enrollment Agreement and those of the FEELC Parent Handbook. The Parent Handbook is accessible on our FEELC website, [www.firstenvironments.org](http://www.firstenvironments.org).**

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**PARENT/LEGAL GUARDIAN'S SIGNATURE**

**DATE**

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**DIRECTOR/ADMINISTRATOR'S SIGNATURE**

**DATE**