



ENROLLMENT AGREEMENT

CHILD'S NAME: _____ DATE: _____

In return for daycare services accorded to by the Corporation of First Environments Parents' Organization, 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 6:00 P.M. Monday through Friday.
 - a. Late Pick Up Fees - A late pick up will result in a late fee charge. There is a 5-minute grace period for parents picking up their child between 6:00-6:05 P.M. A pick up anytime between 6:06-6:15 P.M. will result in a \$45.00 charge per child. An additional \$15.00 fee will be charged for every 15-minute period thereafter (e.g., pick up between 6:16-6:30 will incur a \$60.00 total fee per child, etc.).
 - b. Initial Late Fee Waiver - FEELC policy is to always waive the initial late fee charge within a 12-month period.
 - c. Check-In/Out - You are required to check your child(ren) in and out at the front desk each day. Your check out time determines if you are charged any late fees. If late fee charges are generated, they will be posted to your child(ren)'s account. Late fee charges will be billed and drafted from your account on the following tuition draft.
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 enrollment deposit (minus any fees due to the Center) will be refunded by the Center within 30 days from the last day of enrollment. Enrollment 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 bi-weekly tuition of \$_____. That payment is automatically drafted from your bank account bi-weekly and that payment will be made for all subsequent tuition and fee increases as they are instituted. That all fees for non-sufficient funds will be paid by the parents/guardians.

FEELC ENROLLMENT AGREEMENT (cont.)

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.
7. To comply with EPA-RTP campus polices regarding tobacco on campus. Specifically, the use of lit tobacco products is prohibited on the campus except in designated areas. This exclusion includes electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems. Smoking is also banned at or near all entrances to the building and within the structure itself. In addition to enclosed building spaces, this prohibition extends to parking structures as well as covered walkways that connect the buildings and parking areas. There are no exceptions to this policy.
8. 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.
9. 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.
10. To consult with the classroom teacher in all cases involving bringing personal items (e.g., toys, etc.) to the Center.
11. 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.
12. To comply with all policies relating to food items brought into the Center with respect to allergies.
13. 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 and notify a teacher that their child(ren) has been picked up.
14. To cooperate with and agree to the Center policy and State law regarding afternoon rest period/nap time for each child.
15. 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.

FEELC ENROLLMENT AGREEMENT (cont.)

16. That we encourage parent involvement at FEELC in any way that you are able. Volunteer opportunities can come in many forms including volunteering in your child(ren)'s classroom as a Room or Photo Parent, volunteering with various tasks around the school, or serving as a member of the Parent Board. Other opportunities to contribute to FEELC may include, but are not limited to the following activities:

- Sharing a holiday/family tradition with your child's class
- Making multi-cultural/period dress up clothes for dolls
- Making a puzzle with your child
- Making a book with pictures and simple words
- Cleaning classroom chairs/tables
- Sanitizing toys
- Being a mystery reader
- Joining your child's class for a nature walk
- Helping to maintain the FEELC gardens

17. That this enrollment agreement is subject to change with a two-week notice.

18. 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.

PARENT/LEGAL GUARDIAN'S SIGNATURE

DATE

DIRECTOR/ADMINISTRATOR'S SIGNATURE

DATE