

# Meadow Brook Child Development Center

## TUITION and ENROLLMENT AGREEMENT

1. A registration fee of \$50.00 dollars is due upon enrollment and each subsequent September for each child enrolled.

Child's Name	Guaranteed Days	Standard Tuition	Tuition
1	M T W R F		
2	M T W R F		
3	M T W R F		
4	M T W R F		

TOTAL WEEKLY TUITION: \$ \_\_\_\_\_

I agree to pay Meadow Brook Child Development Center a weekly tuition of \$ \_\_\_\_\_

2. I agree to pay Meadow Brook Child Development Center a registration fee at the time of enrollment and each subsequent enrollment year starting on September 1. **I understand that the registration fee is non-refundable.**
3. Tuition fees are due in advance of services provided.
4. Weekly tuition is due by the close of business on each Tuesday prior to the week of provided care.
5. A \$15.00 dollar per day late fee will be charged for tuition not paid by Friday of the week due. If the tuition and late fees have not been received by the close of business on Friday, your child/ren will be placed on inactive status and will not be admitted into the center on Monday. If by noon on Monday, tuition fees and associated charges have not been received; your child/ren will be dropped from enrollment. If within 60 days of being dropped from enrollment, a new registration fee and unpaid late fees (no more than \$30.00) will be required to re-enroll your child/ren. Re-enrollment will be subject to availability.
6. Tuition may be paid by cash, check, or money order. A \$35.00 dollar fee will be charged for all returned checks.
7. Tuition shall be paid in full regardless of absences, holidays, or emergency closures. Emergency closures shall not exceed 5 days per enrollment year.
8. I understand that Meadow Brook Child Development Center will be closed on the following days and that the full week's tuition will be due.  
 New Year's Day      Independence Day      Thanksgiving Day      Christmas Eve  
 Memorial Day      Labor Day      Day after Thanksgiving      Christmas Day  
**Holidays that occur on Saturday will be observed on Friday. Holidays that occur on Sunday will be observed on Monday.**
9. To accommodate family vacations, trips, etc., each child that is enrolled full-time will be allowed a one-week contiguous period per enrollment year, in which the weekly tuition is waived for non-attendance. This excludes part time and preschool programs.
10. A minimum of \$15.00 will be charged if your child is not picked up by 6:30 PM. Every minute after 6:30 PM is a dollar added to the \$15.00. If a late pick-up fee is incurred, payment must be made upon arrival or to the administrator the following morning.
11. If your child is not picked up by 7:30 PM and MBCDC has not been notified of a possible late pick-up, the Sheriff's Office will be contacted to take custody of your child.
12. I agree to give 2 weeks written notice before withdrawing my child from Meadow Brook Child Development Center or before changing my guaranteed days.

I have read, understand, and agree to this agreement. I have received a Parent Handbook containing additional policies and procedures. I understand and accept each condition as it pertains to the policies of Meadow Brook Child Development Center.

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_