



## PARENT ENROLLMENT AGREEMENT

**All fees are non-refundable.**

**Payments:** All payments are weekly - due on Monday. However, if you wish to make a monthly payment, simply count the number of Mondays in that month and multiply that with your weekly tuition. You can pay for as many weeks as you wish but it has to be ahead of time. Late fee of \$5 per day will be charged if tuition is not received by Tuesday. **(Including Saturday & Sunday)**

There will be a \$35 service fee for all checks returned by your bank. After the second returned check we will no longer accept checks for payment on this account. Payments must be made in cash or money order.

Two or more children – 10% discount on lowest tuition.

Breakfast/Morning Snack, and an Afternoon Snack will be served daily for all children who are able to eat table food. **The Primeron does not provide food for Infants.**

A change of clothes must be packed and labeled for your child, appropriate for weather. All grooming materials will be supplied by the parents, such as creams and ointments (labeled).

Disposable Diapers must accompany child (8 per day). If supplied by the school there will be a charge of \$2 per diaper. All belongings must be labeled and packed in a labeled carrying bag. If clean sheets are not provided by parents as required, there will be a \$5/day charge if The Primeron has to provide clean sheets (for nap time or other rest periods).

A week's deposit is required at registration. This will be applied to the last week at the school.

Payments are not based on attendance. All charges are based on slots guaranteed for you.

Please note that if your start date is greater than two weeks after the date you register (defined as when you pay your \$75.00 registration fee), we can offer only an approximate start date. Almost always, children are able to start on the date mutually agreed upon by the parents and The Primeron. However, there are multiple possible and unforeseen situations that can arise that might change the availability of the open spot by several days. Please note that if your desired date of enrollment is many months in the future, the start date can vary by more than several days.

It is important as care givers to maintain a secure and stable environment for your child (children). In order to accomplish this, we must also offer our staff the security of knowing that their employment with The Primeron is also secure and stable. This becomes an impossible task when some parents' feel that they should not pay tuition



when their child is absent from school for illness or vacation. Your tuition is what supports our staff salaries. Therefore, if tuition is not paid, it does not allow us to provide stability to our staff and quality to all concerned. For this reason, the entire weeks tuition is due on the due date. **Should you decide to keep your child home, for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual agreement with us.** Your child cannot re-enter the center without this payment in full.

Please note that if part of your tuition comes from a third-party payer (NACCRA, Armed Forces, State of Maryland, or any other) parents are responsible for payment of full tuition on time. For example, if there is a delay in the third-party payment for any reason, parents are still responsible for making a full payment on time. When reimbursement from the third party occurs then the account is credited for that amount.

### **TERMINATION OF ENROLLMENT**

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child, the other children in the class and the overall operation of the center to terminate enrollment. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Disruptive or dangerous behavior**
- Violation of Center Policies**
- Non – Payment or Consistent late payments**
- The center's inability to meet the child's needs**
- Continued violation of The Primeron policies by students or parents**

**Lastly, we require a two-week written notice prior to withdrawal from the center. We will charge tuition if notice is not given.**

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