

## **ENROLLMENT AGREEMENT**

**This Enrollment Agreement (the “Agreement”), effective the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, is between ABCD Academy for Children, INC. NFP, an independent corporation operating the ABCD Academy for Children, INC. NFP at 4910 W. Addison St., Chicago, IL 60641 pursuant to a license from (DCFS) and \_\_\_\_\_.**

### **(Parents)**

1. No deposit required. A \$75.00 non-refundable registration fee is charged to all students at the time of initial application.
2. Half of the monthly tuition is due before or on 25<sup>th</sup> of the previous month. The remaining tuition is due on the 10<sup>th</sup> day of the next month when your child will be attending classes. If account is not paid on due dates (25<sup>th</sup> and 10<sup>th</sup>), you will be assessed a \$15 late fee per child for each late payment. After 25<sup>th</sup> your child’s spot might be open for a new student awaiting registration if the first payment has not been made. Your child will not be allowed to attend school until your account is paid in full, including all late charges. The fee for NSF check is \$50.
3. Monthly tuition fees are non-refundable regardless of illness, vacation or inclement weather days. ABCD Academy for Children, INC. NFP will make reasonable efforts to open in inclement weather; however the school may choose to close at the Owner’s discretion. Parents should call the school voice mail regarding closings. The child’s absences (due to a sickness or for other reasons) do not affect the amount of tuition payments. The ABCD Academy for Children, INC. NFP does not refund or credit any tuition payments due to the child’s absences
4. ABCD Academy for Children, INC. NFP offers family discount. A second child in the same family shall receive a **20%** discount on the lower of the two tuitions. Additional children in the same family shall receive a 20% discount on the lowest tuitions.
5. ABCD Academy for Children, INC. NFP will be closed on holidays, and you will not be charged for these days:
  - Memorial Day**
  - Independence Day**
  - Labor Day**
  - Thanksgiving Day**
  - The day after Thanksgiving**
  - Christmas Day**
  - New Year’s Day**
6. There will be one week of credited vacation time per year after one year of enrollment at ABCD Academy for Children, INC. NFP based on your child’s days of enrollment. These days do not have to be used consecutively and can be applied at any time at your discretion. Unused vacation days do not roll over into the next year and there is no refund for unused days.
7. If your child is not enrolled for a full month but for selected days in a month, the tuition rate for one day is the same as the rate for one day of classes depending on the age group of the program that your child attends in a given month: Two year olds: \$65, Three year olds: \$65, Four to five year olds: \$60.
8. If you know that your child will miss classes, you can change the day of attendance. You are required to inform the ABCD Academy for Children, INC. NFP at least one day before the planned absence. A fee of \$10 will be charged for each change of the attendance day.
9. ABCD Academy for Children, INC. NFP will open at 7 a.m. and close at 6:30 p.m. There will be a fee applied for children who are dropped off prior to opening hours and who are not picked up before the school’s regular closing time. This charge shall be \$15.00 per child for the first 15 minutes and an additional \$1.00 per child per minute period thereafter. This also applies to half day programs if picked up after 1:30 p.m. Fees for late pick-up will be added to your next month’s tuition statement; if not paid, the child will not be readmitted to the program. Consistent lateness will be cause for the child’s dismissal from ABCD Academy for Children, INC. NFP.

10. At the time of enrollment, the child shall be scheduled for specific days and times. Additional days may be added for an additional fee of \$\_\_\_\_\_, however the School's Director must be contacted at least 24 hours in advance for any added day. Additional days are offered based on enrollment and may not always be available. Any other schedule changes must be approved in advance by the Director.

11. For applications received more than 30 days prior to enrollment, a non-refundable deposit of two week's tuition is required. If the deposit is not paid, a place for the child cannot be guaranteed. Deposits are applied to monthly tuition fees. ABCD Academy for Children, INC. NFP requires a two week written notice of withdrawal. If two weeks advance notice of withdrawal is not provided, the standard tuition fee shall be charged for that period. There is not refund or credit for not used days.

12. Children may not attend ABCD Academy for Children, INC. NFP while ill. Children who become ill at school must be picked up within the hour – refer to the health policy guidelines. ABCD Academy for Children, INC. NFP has a 24 Hour No Return policy for children who have a fever of 101 degrees or higher, diarrhea, and/or vomiting. If the child will be absent, the absence should be reported to the school by 8 a.m.

13. ABCD Academy for Children, INC. NFP reserves the right to deny, cancel or suspend a child's enrollment at any time the School, in its sole discretion, deems such action to be in the best interest of the child or the School.

14. In the event that Parents involve employees of ABCD Academy for Children, INC. NFP from time to time for outside child care services, Parents agree that outside engagements are not related to the School, its owners, employees, directors and affiliates, from all claims, demands liabilities, actions or causes of action whatsoever, which Parents have, may have or claim to have at any time in the future against the owner's based in whole or in part on to any outside engagements.

15. Participation in the ABCD Academy for Children, INC. NFP Summer Program may involve additional charges.

16. If an employee has a child enrolled in the program and has a balance at the time of termination, the balance will be deducted from the employee's final paycheck.

17. If a parent has a child enrolled in the program and has a balance at the time of withdrawal, the balance needs to be paid in full within 5 days of withdrawal date. ABCD Academy for Children, INC. NFP, reserves the right to initiate legal collections for the total delinquent balance plus all costs and attorney fees.

18. ABCD Academy for Children, INC. NFP offers childcare at 6:45a.m. for those families who need earlier services. There is an additional \$50.00 fee per week for this service, which is due during regular tuition schedules.

**I understand the terms of this Agreement and agree to be bound by them. I have received an executed copy of this Agreement and a copy of the Parent Manual, which includes the health policy referenced in paragraph 9.**

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**Signature of Parent or Guardian**

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**Date**

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**Print name of Parent or Guardian**

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**Signature of Director/Owner**

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**Date**