



## ENROLLMENT AGREEMENT

**Children's Names:** \_\_\_\_\_

Parent(s)/Guardian:	SS#:	Driver's License #:	DOB:

- I understand that there will be a onetime registration fee of \_\_\_\_\_ per child or \_\_\_\_\_ per family. Registration Fees are nonrefundable
- I understand that if my child is dis-enrolled, because of nonpayment on my account, the current balance and a new registration fee will be charged before my child may attend any Gateway Learning Center.
- I understand that **Gateway Learning Center will be closed on the following Holidays:** Labor day, Memorial Day, Thanksgiving and the Day after Thanksgiving, Christmas Day, New Year's Day, Fourth of July and Christmas Eve we close at **4:00 pm.**
- Gateway Learning Center closes at **6:00 pm.** A late fee of \$1 per child per minute will be charged after 6:00 pm. Hours of operations are 6:30 am to 6:00 pm.
- Gateway Learning Center reserves the right to deny, cancel, sever, or suspend a child's enrollment at any time the School deems such action to be in the best interest of the child or Gateway Learning Center. In such event, any unused tuition will be refunded minus any outstanding charges for late fees, field trip, etc.
- Returned checks will incur a fee of \$25.00 and payment must be paid in cash to cover the returned check.
- Weekly and/or monthly activity fees will be incurred during the summer months, and will be paid with the child's tuition to cover any field trips or activities brought in the childcare center
- Children may not attend the facility while ill. Children who become ill at the facility must be picked up upon notification. Children will not be readmitted to the facility until all signs of illness are absent for 24 hours unless a physician has seen the child and given a doctor's release that the child is not contagious to the other children. See handbook for exclusion criteria.
- I give permission for Gateway Learning Center to apply sunscreen to protect my child when outdoors.  
**Permission Granted Initial \_\_\_\_\_ Permission Denied Initial \_\_\_\_\_**
- I give my permission for Gateway Learning Center to use any photographs and/or its agents to use any photographs and/or videotapes including my child for any lawful media purpose without compensation.  
**Permission Granted Initial \_\_\_\_\_ Permission Denied Initial \_\_\_\_\_**

Private Tuition	State Subsidy
If for any reason I am not satisfied with Gateway Learning Center's services during my child(ren)'s 1 <sup>st</sup> week of enrollment, I will be refunded the 1 <sup>st</sup> week tuition.	I understand that if I receive DHS assistance, I will pay my monthly co-payment by the 1 <sup>st</sup> of every month. I also understand that Gateway Learning Center cannot change the amount of co-payment that DHS requires. I understand that Gateway Learning Center has no control over my co-payment or case status.
I agree to pay the tuition in the amount of _____ per week. I understand that rates will be reviewed at least once annually and that rates are subject to change and I will be given at least 10 business days notice of any rate increase.	
Only one discount (of any kind) per family is applicable. A second child in the same family may receive a ten percent (10%) discount on the oldest child.	I understand that if I receive DHS assistance, it is my responsibility to swipe my card every time I pick up or drop off. Every swipe must be approved. Gateway Learning Center maintains a "No Swipe, No Stay" policy.
I understand that payment of weekly tuition is due on Monday, and if payment is not received by Wednesday at 10:00 a.m. late fee of \$25 will be added to my account. If payment is not made by Friday my child may be dis-enrolled; unless a payment plan has been agreed on and signed by both parties.	I will be responsible for paying for days that the card is not swiped. All missed swipes are billed back to the parent and the state is not responsible for that bill!
If my child misses one full week of childcare (Monday-Friday), Gateway Learning Center agrees to receive only ½ of that weeks tuition for a reservation fee to hold my child(ren)'s place in the classroom.	If you have lost or forgotten your EBT card you may leave a payment for the daily tuition or your child may not attend for that day. I understand that I am not allowed to leave my children if my case is closed.
Withdrawal from Gateway Learning Center requires a two week written notice, any person not given full two week notice, may be required to pay tuition for those two weeks.	
<b>PARENT(S) INITIALS</b> _____	<b>PARENT(S) INITIALS</b> _____

- I understand that this contract can change dependent upon any rules and regulations that govern a childcare facility.

Start Date \_\_\_\_\_

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

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_