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| --- | --- | --- | --- | --- | --- | --- |
|  | | ENROLLMENT AND TUITION AGREEMENT | | | | |
| Name of the Child: | | | | | DOB: | |
| Effective: | | | | |  | |
| **Days and Hours of Care** | | | | | | |
| MONDAY | TUESDAY | | WEDNESDAY | THURSDAY | | FRIDAY |
| Drop of Time | Drop of Time | | Drop of Time | Drop of Time | | Drop of Time |
|  |  | |  |  | |  |
| Pick Up Time | Pick Up Time | | Pick Up Time | Pick Up Time | | Pick Up Time |
|  |  | |  |  | |  |
| TUITION AMOUNT EXPECTANCY: MONTHLY | | | | | | |
| PARTY RESPONSIBLE FOR TUITION PAYMENTS: | | | | | | |
| **GENERAL TERMS**  • Calico Butterfly Preschool (CBP) is open 7:30 am – 5:30 pm.  • Tuition is calculated on a set basis which reserves your child’s placement on the above agreement days.  • Children enrolled part time can only attend on agreement days listed above.  • Additional attendance is never guaranteed and requires Director approval.  • Children must be signed in and out on each day of attendance.  • Only authorized persons over the age of 18 years can sign children in and out. | | | | | | |
| **PAYMENTS AND DUE DATES**  Payment is due the first day of each month. | | | | | | |
| **ADDITIONAL FEES**  **Due Dates**: Payment is due the first school day of each month.  **Late Payment**: A late fee of $25.00 is assessed on the 11th of each month for any account past due.  **Pick Up and Late Penalty**: Children need to be checked out each day by 5:30pm. Attendance that exceeds 5:30 pm is subject to a daily fee of $25 for the first 10 minutes and $2 for each minute thereafter.  **Extended Care and/or Attendance Beyond Agreement**: Attendance that exceeds the times listed on your Enrollment Agreement are subject to an additional fee of $10.00 per hour.  **Additional Days:** A fee of $60.00 per infant for each additional day of attendance and $50 per toddler/preschool child.  **Non-Sufficient Funds:** A fee of $37.00 is assessed for all returned payments.  **Registration Fee:** A one-time fee of $100.00 per child is assessed at the time of enrollment  **Annual Fee:** An annual fee of $100.00 per family is assessed in August of each year per child. | | | | | | |
| **DISCOUNT AND CREDITS**  **Sibling Discount**: A 10% discount for two or more children will be taken off the tuition rate(s) of the lesser amount.  **SPLC Members:** A 10% discount off monthly tuition. | | | | | | |
| **Extended Absence Credit:** For absences that extend for a month or more, a $100 per month fee will be assessed to hold placement. Extended absences are only authorized with a 2-week, written notice to the Director. Children absent beyond 2 weeks, without prior notification to the Director, will be disenrolled. Re-enrollment is based on current availability and prior wait list applicants. | | | | | | |
| **REDUCTIONS AND REFUNDS**  **Reductions:** Reductions are not given for illness, absences, snow delays, closures, holidays, and vacations.  **Refunds:** Payment for enrollment fees, annual fees and/or tuition program fees are non-refundable | | | | | | |
| **CHANGES AND TERMINATION**  **Rate Changes:** The Center’s Board of Directors reserves the right to make rate changes at any time.  **Agreement Terminations:** Agreement termination by the enrolling family requires a two-week written notice. Tuition continues to be due during the two-week period regardless of child’s attendance. The center may terminate this agreement at any time, without notice.  **Agreement Changes:** Changes to this agreement are subject to the approval of the Director and based on space and availability at time change is requested.  **Fall/Teacher Prep:** The center will close for 3-days in August of each year to give the teachers and staff additional time for training and classroom preparation for the upcoming school year. | | | | | | |
| **ILLNESS/INJURY EXCLUSSION**  For the health and safety of other children enrolled, if a child cannot participate fully in the center’s activities due to illness/injury they must stay home, or they will be sent home.  I have read and understand this agreement. I also acknowledge that I have received, read, understand the center’s Family handbook, and agree to comply with all center’s guidance policy | | | | | | |
| **CLOSURES AND DELAYS**  The Center Observes the Following Holidays:  New Year's Day  Martin Luther King Day  Good Friday  Memorial Day  4th of July  Labor Day  Thanksgiving Day  The Day After Thanksgiving  Christmas Eve  Christmas Day  Fall Preparation: The center will close in August of each year to give the teachers and staff additional time for  training and classroom preparation for the upcoming school year. You will be notified a minimum of 90 days in  advance of specific dates.  Inclement Weather Procedures: CBP follows the Albuquerque Public Schools for weather closures and delays.  All closures and delays will be announced on KOAT channel 7 | | | | | | |
| DATE: | | Parent/Guardian Signature  Responsible for Tuition Payment | | | | |
| DATE: | | Director’s Signature: | | | | |

Updated June 2022