

# Coe Child Care

## ENROLLMENT CONTRACT FOR THE SCHOOL YEAR \_\_\_\_/\_\_\_\_/\_\_\_\_

For new families: return this form along with a \$36.00 registration fee, plus a non-refundable deposit in the amount of half of the first month's tuition.

Current families: return this form two weeks prior to your requested contract change.

**CHILD** \_\_\_\_\_

**BIRTH DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**GRADE** \_\_\_\_\_

- Morning Care
- Pre K
- After School (includes school year early dismissals.)
- Drop In Only (for occasional care during the year)

For Office Use
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## PAYMENT CONTRACT

- I am requesting space for my child in the above programs during the school year. A separate registration will be made available to me for any full days of care during the school year and for summer.
- I understand I am required to pay for child care service each month, regardless of my child's attendance. Payments are due by the 7<sup>th</sup> of each month.
- I understand Boys & Girls Club will prorate my fees for the month of June and for up to one week absence during the contract period. A prorate is valid only after returning a written notice two weeks in advance.
- This contract is effective on the first day of attendance and expires after the last day of school or two weeks after returning a written notice of intent to withdraw.
- I have access to, and read, the Family Handbook which explains the center's policies and procedures and I will be accountable to its guidelines including registration requirements, payment information, sign in/sign out procedures and steps to canceling services.

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date