

SUGAR & SPICE PRESCHOOL

Parent Contract

Child's Name _____
Birth date _____ Starting Date _____ Nickname _____
Sibling _____ Sibling _____

Mother's Name _____ Cell # _____
DOB _____ SS# _____ Maiden Name _____
Employer _____ Occupation _____
Work # _____ Driver's License _____

Father's Name _____ Cell # _____
DOB _____ SS# _____ Driver's license _____
Employer _____ Occupation _____
Work # _____

Contracted Days & Hours of Enrollment: (Check Mark)

(Contracted Days may not be substituted and or made up for absences or Holidays)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
Fees _____ Registration _____ Payment Option Weekly _____ Biweekly _____

***In order to maintain child's enrollment, payment in full is required whether child is sick, absent or contracted day falls on a holiday.**

***Enrollment will be automatically terminated after 3 days of absence without notification or prior arrangement with Center Director.**

***Fees are due and payable as signed on contract. Registration fee is non-refundable.**

***Tuition is to be paid in full on a weekly or biweekly basis. Payment is considered late if not paid by the close of Tuesday for weekly and biweekly payments. Payment is considered late if it is not paid by the close of the third business of the month for monthly payments. A \$10.00 per day late fee will be applied. Services will be terminated if fees are not paid by the close of 5th business day. The Director must approve payment arrangements.**

***Returned checks will not be deposited a second time. Rather the check amount in cash or money order plus a \$25.00 fee must be paid before the child can return to school.**

***Child's arrival and pick-up must be consistent with the signed contract. There will be a \$1.00 per minute charge for any extended time past contracted schedule pick-up. For example, if you are late 10 minutes, the charge is \$10.00. Parents must call to make arrangements ahead of time.**

***Sugar & Spice cannot make individual deduction in fees due to absences, sickness or Holidays. Our costs do not vary when an individual child is absent. Their teacher is still teaching and the school is still operating. This is the same theory as; you must pay your car payment whether your vehicle is working or broken, or mortgage is due whether you're home or on vacation.**

***Part-Time Attendance:** Parents must pick up their child by 12:00 p.m. for morning session classes and by 5:00 p.m. for afternoon session classes. Please be prompt.

***Vacation:** After six months of continuous attendance, a parent is eligible for a reduced rate during vacation time when a child is absent from school. A parent will accrue a 50% discount for one week of tuition for every six months of continuous enrollment. To receive the discount, the center must be given a two- week advance notice. The child must be absent a full week of school.

***Sugar & Spice Preschool reserve the right to terminate enrollment for non-payment, violence against another child or teacher, and or if child or teacher feels threatened. Behavioral issues will be addressed with the parent(s). If the issue is unresolved, a meeting will be scheduled with the parent(s) and child. If the problem persists due to lack of effort or concern, enrollment will be terminated.**

***Notice Period:** A two- week written notice of withdrawal is required when you are ready to drop from the program. Verbal notice will not be substituted for a written notice. Regardless of the reason for termination, and regardless of whether child attends the last 2 weeks, you are still responsible for full tuition payment for this 2 week period.

***Your tuition payment is your responsibility and obligation, this contract is legal and binding. Sugar & Spice Preschool reserve the right to use any and all information necessary to resolve unpaid dues in court. In this case, the parent(s) will be responsible for any unpaid tuition, dues, late fees and court cost.**

***The center will be open year round and will close for legal Holidays. (Listed in the Parent Handbook).**

Parent's Signature _____ **Date** _____

Director's Signature _____ **Date** _____