The Children’s Center of Lake Forest

28457 North Ballard Drive Unit A2, Lake Forest, Illinois 60045 PH: 847-367-0099

**ENROLLMENT AGREEMENT**

New Client \_\_\_\_\_\_\_ Revision \_\_\_\_\_\_\_\_\_\_ Withdraw \_\_\_\_\_\_\_\_\_\_

(MM/DD/YYY) (MM/DD/YYY)

Parent’s Full Name: Mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_

Child’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Age: \_\_\_\_ Child’s Date of Birth \_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Age: \_\_\_\_ Child’s Date of Birth \_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Age: \_\_\_\_ Child’s Date of Birth \_\_\_\_\_\_\_\_

Parent’s Employer: Mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Contact Numbers:

Mother: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days child(ren) will be attending: Monday Tuesday Wednesday Thursday Friday

The tuition fee is payable in advance each week in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following policies must be met to insure that we may provide you with the highest quality of child care.

The Center is open Monday through Friday, 6:30am to 6:00pm.

The Center recognizes the following holidays and will be **CLOSED** accordingly**: NEW YEARS DAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, THANKSGIVING DAY AND THE DAY AFTER, CHRISTMAS DAY. CHRISTMAS EVE CLOSE AT 2:00PM, NEW YEARS EVE CLOSE AT 2:00P**M.

**\*Full tuition is still due for all holidays. Should the center be closed early or not open because of severe weather conditions, full tuition is due as outlined in this agreement.\***

Any additional attendance will be charged.

A tuition late fee of **$15** will be added each week the fee is not paid on time as agreed-by noon on every Tuesday. Should the tuition fees not be paid as agreed, childcare services are subject to **termination**.

A late fee of **$1** will be charged for **every minute** any child(ren) is picked up after closing time. In the event the child(ren) is not picked up within one hour after closing, The Children’s Center of Lake Forest will notify the authorities.

A service charge of **$25** will be added to the tuition for any returned checks. Tuition payments will then have to be made in cash only.

A non-refundable one time registration fee of **$60** and a deposit of a week’s tuition payment, which will be credited to your last week of enrollment, is payable with this enrollment.

A two week written notice of termination of enrollment by parents/guardian is required. Failure to give a written notice will result in additional billings. The withdrawal/termination period must be a minimum of two weeks or full tuition is due according to this agreement.

No one has the authority (including any Children’s Center of Lake Forest employee) to change, modify or create any policy other than those made in writing and signed by the Children’s Center of Lake Forest.

Any future changes and/or modifications to this agreement by The Children’s Center of Lake Forest becomes a binding part of this agreement.

I/we agree to abide by The Children’s Center of Lake Forest’s policies and any future changes/modifications made to the agreement.

I/we certify that I/we have read and understand this entire agreement.

The Children’s Center of Lake Forest PARENT/GUARDIAN:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Date Parent/Guardian Date