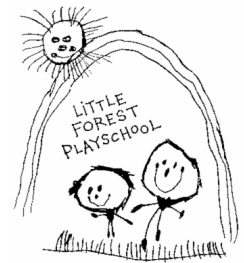


**Little Forest Playschool**  
**Summer Contract of Enrollment**  
**June 1, 2011 - August 11, 2012**



Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

*\*Please refer to the rate and schedules sheet for approved schedules\**

<u>Classrooms</u>	
<input type="checkbox"/>	Room 1 (3-4 yrs old)
<input type="checkbox"/>	Room 3 (2-3 yrs old)
<input type="checkbox"/>	Room 4 (4-5 yrs old)

<u>Days</u>	<u>Times</u>
<input type="checkbox"/> Monday	_____ to _____
<input type="checkbox"/> Tuesday	_____ to _____
<input type="checkbox"/> Wednesday	_____ to _____
<input type="checkbox"/> Thursday	_____ to _____
<input type="checkbox"/> Friday	_____ to _____

<u>Sessions</u>
<input type="checkbox"/> 1 <sup>st</sup> (June 1-July 8)
<input type="checkbox"/> 2 <sup>nd</sup> (July 11-August 11)
<input type="checkbox"/> Both

I am enrolling my child for the 2011 summer session. I understand and agree to the following conditions:

There is a \$30 non-refundable REGISTRATION FEE for each child due immediately.

The SUMMER TUITION is two payments of \$\_\_\_\_\_, due no later than June 17, 2011 and July 29, 2011. An Enrollment Deposit of \$\_\_\_\_\_ (half month's tuition) is DUE along with this contract no later than 5:30pm on May 13, 2011. If a student's account is paid up, this deposit will be applied to July's tuition for children not enrolling for Fall. Children enrolling for Fall, the enrollment deposit will be applied to the May 2012 tuition or the tuition for the last month the child is enrolled at Little Forest Playschool. Otherwise, the enrollment deposit will be applied to any unpaid tuition or fees.

After May 13, 2011, LFP requires 14 days written notice before withdrawing a child and a withdrawal fee \$85 will be charged in the event that a child is withdrawn before the end of the contract period. Failure to provide 14 days written notice of early withdrawal will result in a forfeiture of the enrollment deposit.

Tuition is based on the cost of the entire contract period divided into 2 equal payments and charged regardless of attendance. A one week vacation credit is built into the summer tuition. Students enrolled for both summer sessions (11 weeks) will only be charged for 10 weeks, allowing for one week vacation, which, if you chose to take it may be taken any time. Parents who chose to send their children for all 11 weeks will still only pay for 10 weeks. **No other vacation credit will be given.**

Drop in child care is offered on a space available basis. Arrangements for drop in care must be made with the office staff ahead of time. Children who are NOT enrolled for summer, but were enrolled the previous school year or are enrolled for the fall, may drop in at Playschool during the summer on a space available basis. **This option is only available to children who are 2 years old before June 1, 2011.** The drop in rate is \$8.20/hr.

A \$25 late payment fee will be charged for balances not paid in full by the monthly deadline unless arrangements have been made in advance with the Director.

A change of schedule fee is charged for any schedule changes made after the initial registration: \$10 for the first change, \$20 for the second change, \$30 for the third change and \$50 for all subsequent changes.

A fee of \$5.00 for every 5 minutes or fraction thereof will be charged if a child is dropped off earlier or picked up later than scheduled.

Every family who has a child enrolled for the summer is responsible for one WORK CREDIT. If the family does not complete the Work Credit requirement, a \$25 fee is charged at the end of the year or when the child is withdrawn for each Work Credit not completed.

At least one parent/guardian from each family new to Playschool is required to attend a New Parent Orientation.

Each child's most current Immunization Record is due 5 business days prior to the first day of attendance at LFP. A new Immunization Record should be delivered to LFP any time a child has received new immunizations.

Little Forest Playschool Handbooks are available to all families. Parents/Guardians are expected to read the Handbook and be familiar with and abide by its contents.

**Failure to submit this contract and the enrollment fee by the deadline may lead to forfeiture of the child's reserved space at LFP.**

Parent Name \_\_\_\_\_  
(printed)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**ALL SIGNED CONTRACTS AND ENROLLMENT DEPOSITS MUST BE RETURNED BY  
5:30PM ON APRIL 22, 2011**