

The Children's Center

*Play, Learn and Grow
Together*

236 E. SPRUCE STREET, MISSOULA, MT 59802 // 406-721-2106

<http://www.missoulachildrenscenter.com/>

Early Preschool/Preschool Contract

Tuition:

Tuition for enrollment in The Children's Center is billed according to the tuition rates as listed in the attached schedule of rates.

Payment is monthly, with all payments made in advance. Payment is due and payable on the first of the month or, if the Children's Center is unopen on the first, the next business day that the Children's Center is open. Any payment not made by the fifth business day of the month will incur a late fee of \$10 for each day late. If payment is not made by the fifteenth of the month, the child is subject to removal from the school at the discretion of the Executive Director.

**Tuition is subject to change upon thirty days' notice.

A discount of 5% on tuition applies to each additional child enrolled within an immediate family.

Insurance:

There is an additional charge of \$30 for insurance. This fee is billed in January for those under contract at the beginning of the school year. For those enrolled after the beginning of the school year, the fee will be prorated for the remainder of the year and charged at a rate of \$8 per quarter. If you are beginning after January, this fee will be included in your first month's bill.

Enrollment Fee:

There is a one-time Enrollment Fee of \$80 for each child. If you have paid the \$30 Application Fee, the Enrollment Fee is reduced to \$50. This fee is due at the time you turn in the Enrollment Form.

Deposit:

If your child will begin at the start of the school year, a non-refundable deposit of one half of your child's first month's tuition is due, usually six weeks prior to the beginning of school, to hold your child's spot for the upcoming fall. This deposit will be credited against your first month's tuition in the fall.

Additional Costs:

Any additional costs for field trips, etc. will be added to your monthly bill.

Absences:

If your child will not be attending on a day when he/she is normally scheduled to attend, The Children's Center shall be notified by 8:00 a.m. that day. You will still be charged for tuition for any scheduled day missed.

Parent Handbook:

By signing this contract, you are agreeing to abide by the terms, conditions, policies and procedures set forth in the Parent Handbook, which are subject to change at the discretion of the Board of Directors. I have received and read a copy of the Parent Handbook. *(initials) _____

Withdrawal:

If you wish to withdraw your child from the program, you must provide two weeks' notice of the withdrawal. Failure to provide such notice will result in the imposition of two weeks of tuition charges. Any tuition already paid will not be refunded following notice of withdrawal.

The Children's Center reserves the right to "de-enroll" any child at its discretion.

Drop Off/ Pick Up:

The Children's Center opens at 7:30 a.m. and closes at 5:30 p.m. Your child may not be dropped off before opening and must be picked up before 5:30 p.m. If your child is not picked up by closing time, you will be charged \$5.00 a minute.

You must let us know if someone other than a parent/guardian is picking up your child. We will not release your child to someone that does not have prior approval for pick up. If our staff is unfamiliar with the person picking up your child, we will request photo identification.

Hours of operation are subject to change at the discretion of the Executive Director and Board of Directors upon appropriate notice.

State Regulations:

The Children's Center is regulated by the State of Montana as a daycare center. Your child must meet all regulations required for enrollment and attendance.

Schedule:

The days of operation are outlined on the Academic Schedule. These days are subject to change upon thirty days' notice.

****All policies are subject to change at the discretion of the Board of Directors upon appropriate notice.**

In accordance with Federal law and U.S Department of Agriculture policy, The Children's Center is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. The Children's Center participates in the USDA Child Care Food Program. To file a complaint of discrimination, write immediately to USDA, Secretary of Agriculture, Washington, D.C. 20250. USDA is an equal opportunity provider and employer.

THIS IS A CONTRACT. PLEASE READ CAREFULLY BEFORE SIGNING.

I, _____ hereby agree to the foregoing policies, terms and conditions for enrollment of my child, _____ at The Children's Center.

Signature _____ Date _____

(Parent/Guardian)

Signature _____ Date _____

(Executive Director)

CONSENT TO PARTICIPATE IN THE CHILDREN'S CENTER ACTIVITIES

I hereby grant permission for my child (children) to use all of the equipment and participate in all of the activities of The Children's Center. ******(initials) _____

I hereby grant permission for my child (children) to leave the premises under the supervision of The Children's Center staff for neighborhood walks or field trips. I will be notified of upcoming trips in advance. Normally, trips will be taken on foot. Private vehicles will only be used in an emergency. ******(initials) _____

I hereby grant permission for my child (children) to be included in photographs taken as part of The Children's Center program and for these photographs to be used in promotional materials for The Children's Center including, but not limited to, pictures or videos to be used on our website or on our Facebook or Instagram Pages. ******(initials) _____

Child's Name _____

Parent/Guardian Signature _____ Date _____