

PLEASE SIGN AND RETURN THIS ENROLLMENT AGREEMENT

Enrollment Agreement for Lollipop Tree Nursery School, West Hartford, CT

Welcome to Lollipop Tree Nursery School. We look forward to a happy relationship with each family. Lollipop Tree will operate as a private facility. The school will admit all children regardless of race, color, nationality or religious background. This agreement and the policies included shall govern the relationship between the School, the children and you, as a parent.

ARRIVAL AND DEPARTURE PROCEDURES

1. Lollipop Tree Nursery School is open from 7:30 am to 5:30 pm, Monday thru Friday. Children may not enter the center before 7:30 am or be here later than 5:30 pm, as our liability insurance will not cover them. Lollipop Tree follows the West Hartford School System for closings and holidays. The school is closed for certain religious holidays as well. Please refer to the calendar enclosed in your application packet.
2. Lollipop Tree Nursery School will be open whenever possible on a regularly scheduled day during normal hours. Lollipop Tree Nursery School will follow the West Hartford School System for closing and late openings. It is the parents' responsibility to listen to the radio or watch on TV to see if West Hartford schools are closed or delayed. If we open at 9:00 am, we will try not to close before 1:00 pm due to weather conditions. Additionally, we make all efforts to stay open until 5:30 pm. Should it become necessary to close early (after 1:00 pm) due to severe weather or any other unsafe condition it will be the parent's responsibility to arrange for the child to be picked up early. In any event, there will be no tuition credit for any time the program is closed.
3. To ensure that each child is safe and under supervision at all times, parents are expected to accompany their children into Lollipop Tree. Parents are to supervise their children after signing them out of the room. Parents are also expected to hold their child's hand in the parking lot for safety reasons.
4. Parents or any adult bringing the child to a classroom is required to sign the child/ children in and out daily with the time of day, time being picked up and person picking up the child.
5. Children will be released only to a parent or legal guardian and to persons whose names are listed on the Authorization and Consent form. Parents should advise the Director and classroom teachers in advance, in writing, if a person not listed on the original form is to pick up the child.

Photo identification will be requested of these authorized persons when picking up the child.

Tuition and Fees

	Hour of Arrival	Hour of Departure
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Tuition Schedule

Registration fee and September tuition due <u>upon receipt</u>	\$ _____
October - December tuition <u>due October 1st</u>	\$ _____
January - March tuition <u>due January 1st</u>	\$ _____
April - June tuition <u>due April 1st</u>	\$ _____
Total amount due for 2018-2019 school year	\$ _____

Any family registering more than one child in our program during the same school year will be entitled to a 5% discount on tuition for the younger child.

*Extended hours (7:30 am – 9:00 am & 1:00 pm – 5:30 pm) are billed separately at \$14.00 per/hour, billed by the half hour.

****Please note: All Tuition payments are non-refundable.***

I have read and understand The Lollipop Tree Nursery School Enrollment Agreement and The Lollipop Tree Policy Packet and I am aware of the above payment schedule and the financial obligation I have entered into with the school for the current school year.

Tuition is determined for the school year then divided into 4 installments, not charging for holidays or vacation breaks.

Parent's Signature _____ Date _____