

Enrollment Contract

Child's Name: _____ Effective Date: _____

Family Handbook

The Children's Workshop Family Handbook is available on our website at: <http://www.childrensworkshop.com/tcw-forms-information>. Hard copies may be requested from your School Director as well. **Please read and review it thoroughly prior to completing this Enrollment Packet.**

In consideration of the enrollment or renewed enrollment of my child, named above, at The Children's Workshop, by signing below, I/we acknowledge that I/we understand and will abide by the following policies:

Schedule

The Children's Workshop requires a two-week written notice to change your child's schedule, including withdrawal from the program. Written notice will only be considered valid when a Request for Change in Schedule Form is submitted to the TCW Finance Department. The two-week notice period will begin no sooner than the day it is submitted in writing to an authorized individual as specified above. The new schedule will not be confirmed until a new contract is signed and dated by both the parent/guardian and the School Director. Your child's enrollment will not be secured until The Children's Workshop receives all necessary enrollment paperwork and the non-refundable enrollment fee and pre-paid tuition is submitted in accordance with the "Fees" specified on Page 2 of this contract.

To safely staff our school to meet or exceed state mandated student to teacher ratios, The Children's Workshop requires that you specify consistent days per week and hours per day that your child will be enrolled. Any time spent at the school outside of this window will be billed as extra time in accordance with your school's current rate sheet.

Please note below the earliest time you will drop off your child at the program and the latest time you will pick up your child from the program; hours cannot exceed ten (10) hours per day for a full day schedule or four (4) hours per day for a half day schedule. For a half day schedule, you may pick one of the following: 8 AM to 12 PM OR 2 PM to 6 PM. We ask that you avoid drop off during nap time so as not to disrupt the other students in class. Please note that you may drop off and pick up your child at any time during the specified enrollment window with or without notice to the School Director.

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Time					
Pick Up Time					

Age Group – select one: Infant Toddler Preschool School Age

Meals & Snacks

The Children's Workshop will provide your child breakfast, lunch and an afternoon snack at your request daily. Our menus can be found on our website using the following link: <https://childrensworkshop.com/family-resources/websters-kitchen-menus/>. If your child has food allergies, you must fill out an Individualized Health Care Plan (IHCP) in conjunction with your School Director, TCW Regional Health Care Consultant, and your child's pediatrician prior to enrollment.

Please check off all meal and snacks below that you wish your child to be served while in attendance at The Children's Workshop:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Lunch					
PM Snack					

Meal Request: vegetarian non-vegetarian

Parent/Guardian Signature: _____ Date: _____

School Director Signature: _____ Date: _____

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Weekly Tuition

Weekly tuition is due no later than the close of business on each Friday prior to the week for which care will be provided. Full tuition rates and policies can be found on your School's Tuition & Policies Rate Sheet. Please ask your School Director for a copy if you do not have one. In accordance with the schedule as specified on Page 1 of this enrollment contract, I understand that my weekly tuition payment will be as follows:

Full Tuition Rate:	Discount*:	Total Due Weekly:
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By signing below, I/we acknowledge that I/we understand that any tuition paid late will be subject to a late fee as described in the "Fees" section below. In addition, I understand that accounts one (1) week in arrears will be given a written termination notice from the Director. If payment is not received by the end of the following business day, or if special arrangements have not been made, child care services will be terminated, and parent/guardian may be subjected to collection and/or litigation for any monies owed. Further, your signature below signifies that you acknowledge and agree that you shall be responsible for all costs of collection, including, but not limited to, reasonable attorney fees. Tuition rates are typically reassessed annually between July and September; however, The Children's Workshop reserves the right to raise rates at any time with a two-week minimum notice to families.

Fees

The Children's Workshop charges the following fees:

- A non-refundable enrollment fee of \$80/child or \$120/family – charged upon enrollment and annually in January. **
- Standard enrollment time is 5 business days; an additional expedited enrollment fee of \$50/family will be charged to process an enrollment in 2 or fewer business days.
- Pre-paid tuition equal to one week of care as specified above in "Weekly Tuition" section is to be paid prior to the start of care. This tuition will be applied to your child's last week of care at The Children's Workshop.
- \$35 late fee for any tuition payment received after close of business of the Friday prior to the week of care. Late fee may be waived **ONE** time only per calendar year with permission from TCW Finance Department, without exception. **
- \$35.00 fee for each payment returned by your bank
- \$5 per minute per child any time a child is picked up after a 5-minute grace period after the close of business.
- A summer activity fee of \$45/child or \$80/family for enrichment activities will be charged in June of every year***
- Field trip fees may be charged for offsite activities; fees will be listed on Field Trip Permission Form that must be signed prior to your child attending each trip. ***
- Transportation fee for use of TCW vans/buses will be charged as follows:
 - Full fee students: \$2.50/ride
 - RI CCAP students: \$1/ride

*The Children's Workshop allows for only one discount per child; a MA or RI CCAP subsidy is considered a discount. Please check with your School Director for a full list of discounts offered by The Children's Workshop.

**students receiving a MA EEC CCAP subsidy are not subject to these fees

*** field trips and enrichment programs are optional for MA EEC CCAP students; fees will not be charged unless a parent opts into the program

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Holidays & Other Closures

The Children's Workshop will endeavor not to close during inclement weather conditions. The school will close only when it is unsafe for families and Children's Workshop employees to travel due to extreme weather, or when unforeseen circumstances arise at the school that prohibit the safe care of children. Tuition payments will remain the same during unanticipated closures.

The Holiday Closure Schedule is posted at: <https://childrensworkshop.com/wp-content/uploads/2017/12/Holiday-Schedule-Sept-2015.pdf>. Your full tuition is due during holiday closures as they have already been accounted for in weekly tuition costs. Schedule substitutions cannot be made for holiday or unanticipated closures.

Absences

Full tuition as stated in the "Weekly Tuition" section on page 2 is due weekly, regardless of whether a child is absent for any reason, including illness. Please notify the School as soon as you know your child will be absent. Schedule substitutions cannot be made for any scheduled or unscheduled absences.

Vacations

After one year of continuous enrollment, a no-fee vacation week can be used once per calendar year. A minimum of a two-week written notice to the Finance Department via the Request for Change in Schedule form must be provided to utilize your vacation benefit. **For MA & RI CCAP Students:** The RI & MA CCAP contracts allow students up to two weeks of vacation per calendar year within their attendance policies.

Your full parent fee will be collected during vacation weeks. It is your responsibility to ensure tuition is paid by the Friday prior to each week of care during your vacation; late payment fees apply as specified on Page 2 in the "Fees" section during vacations or absences.

In consideration of the enrollment or renewed enrollment of my child, named above, at The Children's Workshop, I/we, for the said child, hereby release The Children's Workshop, its Officers, Directors, and Employees from all liability for injury to the child, in excess of the amount payable under any insurance carried by The Children's Workshop. I/we authorize any physician selected by the school to hospitalize and/or secure proper medical care for the child in the event that I/we cannot be contacted directly for permission in an emergency.

If any type of change in parent agreement is necessary, please contact your School Director as soon as possible. Examples: adding a new emergency contact or authorized pick-up, change in address or telephone number, updated medical information, etc.

The Children's Workshop provides a playful, healthy, educational environment for your children and hopes to meet your expectations. If you have any questions, or special needs for the care of your children, please feel free to discuss these concerns with your School Director at your convenience.

I certify that I have read and understand the information contained in the Family Handbook, the Policy and Tuition Sheets, and this Enrollment contract, and agree to the terms and conditions set forth therein.

Parent/Guardian Signature: _____ Date: _____

School Director Signature: _____ Date: _____