**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** is enrolled in CCLC’s **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** for

**(child’s name)**

**Please select which program you will be enrolling in:**

☐Full Day 7-6 ☐Reduced 8-3:30 ☐Trinity 8-3:30

☐After school3-6 ☐Before school7-8☐Before and After school

**(circle**) full/part days. Those days are (M) (T) (W) (TH) (F)

Enrollment fees are as follows:

$ 25.00 Registration Fee (non-refundable and due on the first day)

$ 75.00 Program Deposit (full time or part time and refundable per #2 below)

$ \_\_\_\_\_\_ TOTAL AMOUNT DUE IN ADVANCE.

**Terms of the Contract**

1. Tuition payment is due on the 1st of each month and in advance of your child (children’s) first day of child care. A penalty charge of $ 25 will be added to payments received after the fifth of the month.
2. Notice of termination of this contract must be provided with at least two weeks notice given to CCLC. If proper notice is given, the deposit of $75 will be returned after your child’s last day. Failure to give two weeks’ notice will result in forfeiture of deposit. CCLC cannot guarantee a future space for your child once the contract has been terminated.
3. A penalty of $ 35 will be added for any returned check in addition to the late payment fee. CCLC reserves the right to demand payment in cash or by credit card in these situations.
4. No tuition adjustment or substitution of days will be made due to a child’s illness, family vacation, family emergencies, or CCLC snow days, holidays, or teacher workdays. Planned closing dates will be posted the first week of each year.
5. CCLC will allow, with two-weeks notice, one vacation credit each calendar year of up to two weeks.
6. This enrollment may be terminated if tuition is more than one month delinquent.
7. CCLC may also terminate enrollment if your child has 10 days of unexcused absences.
8. Parents will pay a late pick-up fee of $1 for every minute beginning at 3:31 for our morning program and 6:01 for our full day program. Chronic late pick-ups may result in termination of this contract.
9. CCLC must have a signed copy of this contract by the first day of the child’s enrollment

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Parent/Guardian Signature Date Administrator Signature