



ENROLLMENT AGREEMENT

Welcome

Oak Knoll Christian Preschool and Child Care Center welcomes you regardless of race, color, or ethnic origin. We look forward to a healthy and positive relationship with your family. Enrollment means that you agree to comply with these policies and procedures. A more complete listing can be found in the Family Handbook. An updated Handbook will be provided to all new and returning families and available upon request. Please read and sign this form acknowledging that you have reviewed these policies stated.

Enrollment

The non-refundable check for \$225 (\$75 enrollment/registration fee and \$150 payment towards future enrollment).

Payment

Tuition will be charged on the 5th of the month through the Brightwheel app. Families will be responsible for entering in their payment method preference in Brightwheel, choosing to pay by credit card or using their checking account. If you opt to use your credit card as payment, you will be responsible for the convenience fee. There is no additional fee for families opting to use their checking account. Tuition must be current for continued enrollment. Your payment will be posted to your account on the 15th of the month. At anytime you can login to your billing through Brightwheel to see charges and payments posted on your account. Any additional fees that accrued after tuition was posted, i.e. lunch bunch, added day etc. will post on the following month.

COVID & Tuition Collection

If Oak Knoll Christian Preschool is temporarily closed due to policies established by the MN Dept. of Health and/or the CDC, tuition will be collected as follows:

- 0-2 Weeks Closure=100% Tuition Due
- 2-4 Weeks Closure= 75% Tuition Due
- Over 4 Weeks Closure=50% Tuition Due

If families choose to temporarily suspend enrollment or need to stay home to self-quarantine, they will still be responsible for paying 100% of their tuition and fees unless they unenroll in our program and forfeit their child's placement in the classroom. Please see the section *Withdrawal From the Program*

Declined ACH or Credit Card payments

There will be a \$25 charge for declined payments. You will need to see the director to work out a payment plan to continue enrollment.

Late Fees

The Preschool and Child Care Programs ends promptly at the expected pick up time. Per licensing, the hours are mandated by the Department of Human Services. Your child must be picked up by the end of your contracted time. A late fee of \$1.00 per minute will be billed to your account.

No Refunds

There will be no refunds due to absence for illness, vacation, holidays, severe weather, school closures or change of schedule.

Extended Absence

Full tuition is due for all absences unless family chooses to withdraw and re-enroll. A registration fee must be paid upon re-enrollment. Two-week notice is required for all withdrawals.

Withdrawal from the program

A two-week notice is required in writing to withdraw from the program. Your account must be paid in full at the time of your withdrawal.

Sibling discount

Families with multiple children enrolled in the program will receive a 5% discount on the oldest child's tuition.

Right to Exclude

The Preschool and Child Care reserves the right to dismiss a child from attendance for any reason i.e. lack of adjustment to the preschool setting, behavior that disrupts the cooperative climate of the classroom or delinquency of the tuition account.

Authorized pick up forms

Parents must fill out release forms for other persons to pick up their child. These forms will be filled out and on file in the preschool with the enrollment forms. Children will only be dismissed to authorized people, and identification will be required.

Enrollment forms

All enrollment forms must be completed for children to attend preschool and child care, **this is mandatory for attendance.** These forms need to be update annually. If you need additional copies of forms or prefer them emailed to you, please let the director know. Below are the forms required to have on file for your child.

- Registration Form
- Health Care Summary Form
- *If your child has an allergy mentioned on his or her Health Care Summary, they will need an Allergy Care Plan completed*
- Immunization Record
- Enrollment Agreement
- Emergency Contact & Authorized Person Form
- Parent Authorization Form

I have read the Enrollment Agreement and will abide by all the terms and conditions.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____