| MT. OLIVE LUTHERAN PRESCHOOL |
| ENROLLMENT AGREEMENT |

I have received a copy of the *Mt. Olive Lutheran Preschool School Handbook* and have reviewed the policies stated within. I agree to comply with the policies stated in the handbook and understand these policies are essential to the effective and efficient operation of a quality child-care program. I also understand my compliance with this enrollment agreement a regulation of the Texas Department of Protective and Regulatory Services for Child-Care Licensing.

I understand this signed enrollment agreement is part of the required documents that must be on file for my child to attend as mandated by the State.

My signature below indicates that I have received a copy of the Preschool Handbook, and I understand and agree to abide by all the policies therein, including the following:

- 30-day advanced notice is required prior to withdrawal. Neither tuition nor fees will be pro-rated or reimbursed for days not attended or for early withdrawal.
- 30-day advanced notice is required for changes to enrollment (i.e., increase or reduction in days or times of attendance). A $50 Late Notice Change Fee will be charged for changes without 30-day notice.
- Tuition payment is due on the 1st of the month and is late after the 5th of the month. Late payment fee is $20.
- Checks returned for Insufficient Funds will be charged a $25 NSF fee. Late payment fees will be charge if applicable.
- Children must be picked up by or before 12:30 pm, 3:30 pm, or 6:00 pm, depending on the tuition bracket in which the child is enrolled. Late pick-up fees are charged at a rate of $10 for the first 5 minutes late and $1 per minute thereafter.
- <u>Children who are ill or suspected of being ill will be sent home and are not allowed to return to school until they have been free from symptoms of illness without medication for at least 24 hours or with a doctor's note.</u>
- One month's tuition must be paid for summer for children who take off time in summer and return in the fall.

Child's Name(s): _____
(please print)

Parent's Name: _____
(please print)

Parent Signature_____ Date _____