



Parent/Guardian Preschool & Childcare Contract

The following contract is between _____ (Parent(s) of child/ren) and Rosewood Learning Center located at 88 Seaman Drive Jamestown, Ohio 45335 for the children listed below:

Child's Name: _____ Date of Birth: _____
Child's Name: _____ Date of Birth: _____
Child's Name: _____ Date of Birth: _____

Standard Rates and Payment Policies

1. A registration fee of \$100.00 per child or \$150.00 per family is required. The registration fee is non-refundable and secures your child's place in Rosewood Learning Center's program and is due upon enrollment. \$50.00 registration fee for re-enrolling families.
2. A book/activity fee of \$100.00 is required for all preschool children, which is due upon enrollment.
3. The fee will be \$_____ per hour/per day/per week/per month (circle one)
4. My child will be attending AM Preschool 9:00-12:00 or Full Day Preschool 9:00am-2:45PM, Monday/Wednesday/Friday or Tuesday/Thursday or Monday-Friday (circle one)
***Modifications can only be made based on availability and must be authorized by the Director. There is a \$25.00 charge to change current plan. Limited to 3 changes per year.*
5. *Extended Childcare* is needed, days and hours of care provided will be:
6. Payments are to be made weekly/ bi-weekly/ monthly (circle one)
 - Monthly tuition is due by the 25th of each month for the upcoming month.
 - Bi-weekly payments are due by the 1st and 15th for the two halves of the month.
 - Weekly tuition is due Friday in advance for the upcoming week.

A late fee of \$25 per week or \$5 per day per child will accrue. EXCESSIVE LATE PAYMENTS WILL RESULT IN YOUR CHILD'S DISENROLLMENT FROM THE CENTER UNTIL TUITION IS PAID IN FULL.

There is a 2- week trial period to ensure our program is a good fit for your child. During this trial period either party may cancel this contract and it becomes non and void.

7. Rosewood Learning Center will provide:
 - Breakfast: 6:00am-6:30am, Morning snack: 9:15am-9:25am, Lunch: 12:00pm-12:30pm, Afternoon snack: 2:45pm-2:55pm, and After School snack: 3:45pm-3:55pm.

Each family is asked to provide 1- 100% juice, 1 box of cereal, 1 snack (i.e. crackers, cheese sticks, yogurts, cookies, chips, seasonal fruit) due the first week of every month.



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NO CREDIT IS GIVEN FOR MISSED DAYS FOR ANY REASON. - ALL TUTION IS TO BE PAID REGARDLESS OF WHETHER YOUR CHILD IS ABSENT OR SCHOOL IS CLOSED FOR WEATHER, HOLIDAYS-

- 8. A late fee of \$1.00 per minute, per child will be charged when a child is picked up after 5:30pm. The late fee is payable with CASH directly to the teacher at the time of late pickup.
- 9. Notice of withdrawal from the center must be given in writing two weeks in advance of the last scheduled day of enrollment. If the two-week notice isn't provided, you are subject to being charged for the following week.
- 10. If your child is going to be absent from the program, please call and inform the center or send a message through Brightwheel. If your child is transported from the elementary school and does not arrive on a regularly scheduled day, staff will notify parent(s) or designated emergency contact person.
- 11. Our preschool program follows Greeneview's School Schedule for weather/holiday closings. Extended care is still provided except the holidays listed in the handbook.
- 12. If the parent/guardian drops off the child earlier or picks up later than the times specified, the following overtime rate will be charged. \$5.00 an hour or portion thereof. Full time care cannot exceed 10 hours, or an overtime charge will be applied.

By signing this contract, all parties agree to all the above terms and policies, including financial responsibility for preschool/childcare provided. Rosewood will provide a copy of this signed contract.

Parent/Guardian Signatures:

Parent/Guardian Signature _____
Date

Address of Parent/Guardian: _____

Phone: _____ Email: _____

Parent/Guardian Signature _____
Date

Address of Parent/Guardian: _____

Phone: _____ Email: _____

Rosewood Learning Center Signature:

Vicky L. Rose, Director _____
Date