

**HADDONFIELD CHILD CARE**  
**ENROLLMENT AGREEMENT**

**PARENT COPY**

*Please retain this copy as a reference*

I agree that once I submit the Registration Form and this Enrollment Agreement, and have paid my registration fee, I am considered **fully registered**. At that point, I am obligated to all HCC policies, including the financial ones described below. **Once I am considered fully registered**, I understand and agree that if I withdraw from the program prior to the 1<sup>st</sup> day of school or my child's first scheduled day to attend, I forfeit any registration fees, and agree to pay an **Administrative Fee of \$100.00**.

After completing the process to be fully registered, I understand that my child is not considered **fully ENROLLED** until ALL paperwork is completed and received in the HCC office. I understand that my child must be fully enrolled by **3 p.m. on Tuesday** to begin attending the following week (except for the period when the office is closed to registration prior to the beginning of school).

I understand that tuition is due on the 1<sup>st</sup> day of each month. All payments must be made directly to the HCC PO box or the HCC office; HCC is not responsible for any payments or paperwork left elsewhere or received late due to mail delays. I agree to pay a late charge of \$15.00 if my payment is not received in the office by the 7<sup>th</sup> day of the month. I understand that my child will not be admitted to the program on the next regularly scheduled program day if there is any balance remaining on my account on the last day of the month. My child may not be re-admitted until the balance is paid in full, either in cash, or by money order, certified check, or until my check has cleared the bank.

I understand that my payment is based on a yearly tuition billed in ten equal installments. I also understand that there will be no reductions or refunds for snow days, school closings, absences, vacations, or mid-month withdrawals.

Once my child begins attending, I agree to give 30 days **written notice** prior to the beginning of the month for a change to a per diem status or withdrawal from the program. If I fail to give such notice, I agree to pay an **Administrative Fee of \$100.00 or one month's tuition (whichever is less)**, which will be automatically deducted from my June tuition deposit.

I agree to notify the HCC office **in writing** of any changes in schedule. I agree to give 2 weeks notice prior to the beginning of the month for schedule changes. If I fail to give such notice, I agree to pay a **Processing Fee of \$50.00**, which will be automatically deducted from my June tuition deposit.

I agree that if I arrive past my scheduled pick-up time, I will pay HCC a **fee of \$5.00** for every 15 minutes or part thereof that I am late. I understand that, after the third lateness in a semester (Sept. thru Jan., or Feb. thru June), there will be a mandatory change to 5:00 tuition rate for 3:15 pickup (EDKP only), 6:00 rate for 5:00 pickup, and removal from the program for 6:00 pickup.

I understand that my child may be suspended or permanently removed from the program due to ongoing and/or serious behavior problems. No tuition reductions or refunds will be given in such cases.

I agree to notify HCC by 2:30 p.m. if my child is not going to be attending the after school program, or by 10:30 am for afternoon EDKP. After one incident, a \$15 penalty will be applied for failure to make notification in a timely manner. Repeated incidents may be cause for removal from the program.

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**HCC COPY**

*Must be signed and returned along with Registration Form*

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**Name of Child (Please Print)**

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**Signature of Parent/Guardian**

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**Date**