

Dear Parents and/or Guardians,

It is assumed after you have dated/signed this form you have read/understand all of the Parent Handbook obligations and policies. These also include the obligations and policies below:

- At the time my child/children is/are enrolled I will submit the completed enrollment form, signed financial agreement, registration fee, 1<sup>st</sup> weeks payment and his/her shot records.
- I understand that I pay for my child whether he/she attends or not. Every child is enrolled as either daily or weekly. Daily means I pay for one day a week whether my child attends or not, with no vacation days. Weekly means I pay for the whole week whether my child attends or not, with 10 vacation days. I agree to pay additional charges for late starts/early dismissals and day camp days. District 20 children receive five (5) days of vacation due to additional district closure days.
- If my child is enrolled as weekly, I am required to give the director advance notice if I would like to use vacation days.
- Upon enrollment, I will complete all paper work (conduct policy, health status form, etc.) excluding the physical which I understand I have 30 days to turn in. If I have not provided all the necessary documents, my child may not be able to attend. I am required to give the director 2 weeks written notice before my child's last day in the program if my child is enrolled in the before and after school program and 30 days notice if my child is enrolled in the toddler/ preschool program. I cannot use my vacation days as my two weeks notice.
- All payments are due in advance. Any account that has carried a balance over to the next week will be charged a \$25.00 penalty fee. If I have an overdue balance at the end of each month I will be charged 1  $\frac{3}{4}$ % interest on that balance. There will be a \$25.00 service charge on all returned checks. If the account is turned over to a collection agency and posted by check a fee may be added per Colorado statute.
- We will be closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. If the holiday falls on a Saturday or Sunday, the school will be closed on either Friday or Monday. We DO CHARGE for these major holidays, depending on your rate schedule.
- I am required by law to sign my child in and out everyday.

I, \_\_\_\_\_ have read and understand all of the Parent Handbook, including the obligations and policies highlighted above.

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Date

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Signature

On site-Directors-this form is to be placed in front of the families account sheet in your account book.  
Large Center Directors - this form should be put with the child's file.