



ENROLLMENT AGREEMENT

This enrollment agreement ("Agreement"), effective ____ day of _____, 20____, is between Hatch House School ("School"), a limited liability company, and ("Parent") _____.

Child's Name: _____
 (Please PRINT) First Middle Last

Is there a nick name that you would like your child's teachers to use _____?

Child's Date of Birth: ____/____/____ Current Age: ____ Gender: Male Female
 Month Day Year

Expected Start Date: ____/____/____
 Month Day Year

Mother / Legal Guardian	First Name:	Last Name:
Home Address:		City/Zip:
Home Phone:	Cell Phone:	Work Phone:
Employer:		Marital Status:
Employers Address:		City/Zip:
Email:		Driver's License #:

Father / Legal Guardian	First Name:	Last Name:
Home Address: <input type="checkbox"/> (✓ Check here if same as Mother/Guardian)		City/Zip:
Home Phone:	Cell Phone:	Work Phone:
Employer:		Marital Status:
Employers Address:		City/Zip:
Email:		Driver's License #:

Please read and acknowledge acceptance by initialing and signing below:

1. Tuition

Monthly tuition is non-refundable and due on or before the 1st of each month. Tuition fees are due regardless of holidays, illness, vacations, inclement weather, or "Acts of God". A daily \$25 late fee will be charged for tuition payment that are received late. _____

If monthly tuition fees (including any applicable late fees) are not received by the 5th day of the month, the child will not be admitted to the program. _____

- **Monthly Payment** is due on or before the 1st of the month. A late tuition fee is charged after the 3rd of the month, OR
- **Bi-Monthly Payment** is paid in two installments. Half of the tuition is due on the 1st, and the balance on the 15th of the month. A late tuition fee is charged after the 3rd and 17th day of the month.

2. Sibling Discount

A sibling discount of 5% applies to families that have two or more children enrolled at the school, (at least one child must be enrolled in a full-day/full-time program). The sibling discount applies to the tuition of the oldest child. _____

3. Enrollment Fee

A non-refundable enrollment fee of **\$100** per child, or **\$200** per family, is due at the time of initial registration. This fee is also due on an annual basis. _____

4. A Tuition Deposit of \$200 per family, is due upon enrollment and will be credited when the child is withdrawn provided a written **30-day** advanced notice is provided by the 1st day of the month. The tuition for the month is still due. _____

I understand that the tuition deposit is ONLY credited if I provide a 30-day written notice of my intent to withdraw my child from the school by submitting the Disenrollment Form. _____

5. Meals

I understand that the School will provide an AM Snack, Lunch and PM Snack (*Infants not included*). Parents must provide meals for children who adhere to special diets due to allergies/cultural/family choices. Tuition fees are the same regardless of whether meals are provided by the school, or parent. _____

6. Holidays

The School is CLOSED on the following days:

January	New Year's Day
March/April	Good Friday (<i>staff training</i>)
May	Memorial Day
July	Independence Day
August	Friday TBD (<i>Early closure at 3PM used for back to school deep cleaning and staff training</i>)
September	Labor Day
October	Columbus Day (<i>staff training</i>)
November	Thanksgiving & Day After
December	Day before Christmas, Christmas Day, Day after Christmas, New Year's Eve

7. Late Pick-Up

The School is open from 6:30AM to 6:30PM Monday through Friday. Parents that pick-up after 6:30PM will be charged a late pick up fee of \$5 for the first minute, and a \$1 per minute for every minute after 6:31PM.

The Late pick up fee is due at time of pickup. Please notify the school if you will be arriving late, the late fee still applies. Late pickup fees can be paid with a check, money order or cash to the staff. Consistently late pick up may be cause for dismissal from the school. _____

8. Returned Checks

A fee of \$25 will be charged for Tuition Express ACH/credit card returns. Late fee charges will be due in addition to the returned ACH/credit card fee. _____

9. Illness

Children may not attend school while they are ill. Children who become ill while at school must be picked up immediately. Parents can review the illness policy in full by referring to the Parent Handbook. _____

If your child was absent due to a contagious illness, you will provide a doctor's note indicating that the child is eligible to return to school. Parents that DO NOT provide a medical note may be denied care. _____

10. Withdrawal / Disenrollment

Parent must provide a written notice 30 days in advance in order to withdraw. The completed Withdrawal/ Disenrollment form must be received by the 1st day of the month in which you wish to disenroll. _____

11. Denial of Service

The School reserves the right to disenroll, deny, cancel, sever or suspend a child's enrollment at any time if the School, in its sole discretion, deems such action to be in the best interest of the child, or the family, or the School. In such an event, any unused tuition fees will be refunded. _____

12. Staff participation in court proceedings

Preserving the personal and educational relationship with your child is of utmost importance to us. Our staff therefore are to remain impartial and not to be involved in family disputes, marriage disputes, separation and divorce proceedings, child custody hearings or court proceedings that relate to parental or marriage issues. Upon request, we will provide check-in/check-out logs of your child's attendance at school. Requests for our staff to be involved in legal issues will result in denial of service. _____

13. Absences and Late Arrivals

Consistency allows us to plan and budget staffing ratios, meal preparation numbers, and teacher classroom planning, we ask that each child arrive by 10AM. If your child will be arriving after 10AM, or will be late due to appointments etc., notify the school by 10AM. Lunch meals or programs cannot be stored or delayed due to late arrivals. _____

14. School-Age absences "no shows"

If a school-aged child will be absent from the Afterschool program, the absence should be reported to the school by 1PM. A "no-show transportation fee" of \$10 will be charged if notice is not provided. _____

15. Closing due to inclement/severe weather or "Acts of God"

During inclement weather we typically adhere to the policy of the surrounding school district (Leander ISD/or Round Rock ISD). If the school district announces a closure we are also closed, if the district announces a 2-hour delay, Hatch House will also have 2-hour delay (typically). You agree to contact the school to ensure that it is open and/or delayed during inclement weather/natural disasters. Closings due to inclement weather or "acts of God" will be posted on the school's website (www.hatchhouseschool.com), and/or an email/text notification will be sent out to enrolled families. _____

16. Hiring of our Employees

Recruiting, training, and retaining employees is an expensive endeavor for a business. If you hire one of our employees (or someone who was our employee within 6 months of your hiring them) to work for you or someone in your family, you agree to pay a Recruitment and Placement fee of \$2,500. Checks should be made payable to Hatch House School and given to the School Director as of the first day of hire. _____

Child's Name: _____

17. Babysitting

Our staff are not permitted to babysit for enrolled families. However, if a parent engages an employee of the School from time to time for outside childcare/babysitting services ("outside engagements"), you agree that outside engagements are not related to the school. Parents also release and discharge the School, directors, affiliates and assigns from all claims, demands, liability or actions or causes of actions whatsoever, whether known or unknown, on or arising out of related "outside engagements". _____

18. Photographic Acknowledgement and Release

The purpose of this photo and media release is to seek your permission to use your child's photographic image or likeness in a group, or individually, for documentation, publication and promotional purposes, whether electronic, print, digital, or online. Your child's name will not be used online.

I (parent name) _____, am authorized to sign this release on behalf of the child (name)_____ and thereby **GRANT** Hatch House School, it's staff and agents permission to use my child's photographic image in photography publications, promotional purposes, websites, media press releases and coverage's on behalf of Hatch House School.

19. Consent, Waiver and Release

By signing below, I understood the terms of the Hatch House School Enrollment Agreement and agree to abide by them. This enrollment agreement supersedes anything stated in the Parent Handbook. I have received an executed copy of this agreement.

I understand that by signing this Childcare Waiver of Liability, I release and hold harmless Hatch House School, and its owners, directors, officers, advisors, employees, agents, instructors, volunteers, childcare workers, and all other persons or entities acting for them from any and all claims, demands, suits, cost and charges, in connection with or arising out of attending Hatch House School, including but not limited to, personal injury, bodily harm, injury, or property damage occurring while the above child/children is/are in their care at Hatch House School.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Director: _____ Date: _____

OFFICE USE ONLY	
Registration Fee Paid \$ _____	Tuition Deposit Paid \$ _____
Current Tuition Amount Total _____	Parent Access Codes: Parent #1 _____; Parent #2 _____
Staff Name/Signature _____	Date _____