



Preschool Enrichment Program Service Agreement 2018-2019

Childs Name: _____ Date of Birth: ____/____/____ Phone: _____

Hours of Operation	Days	Tuition Costs
5 days, 7am-6pm	Monday-Friday	\$1,250 per month
3 days, 7am-6pm	Monday/Wednesday/Friday	\$750 per month
2 days, 7am-6pm	Tuesday/Thursday	\$510 per month

Tuition is monthly and is due by the 1st of every month. The program is open Monday through Friday, 7am-6pm. A general preschool YMCA membership is given to your child and is valid during the time that your child is enrolled in the Preschool Enrichment Program. Tuition may not be discounted if your child has a current membership. This service agreement is valid September through June.

In addition as the parent/guardian, I understand and agree:

- To pay a \$50 non-refundable, non-transferable registration fee per child, per school year. However, I understand that if I cancel or withdraw from the program and wish to re-enroll, I will be charged a \$50 reinstatement fee for each occurrence.
- To pay \$10.00 change charge for every change made to enrollment after registration.
- To pay a late pick-up fee of \$1.00 per child each minute after the close of the program.
- To pay my monthly tuition fee monthly. Payment is due on or before the 1st of each month. A \$25.00 late fee will be applied to my delinquent account. (Example: Payment for September is due by September 1st)
- To pay a \$25.00 charge for any check that is returned from the bank. (Check must be replaced with a certified check or money order.)
- To provide the program with all completed registration forms and a completed, up to date health form including your child's physical (dated within the past year) and your child's immunization records.
- To call the program as soon as possible if my child is going to be absent.
- Your child must be 2.9 years or older to be eligible for preschool enrollment. Our program provides care for ages 2.9 years to 5 years.
- To abide by the guidelines stated in the Parent Handbook.
- To attend parent meetings/family nights.
- To provide a two-week written notice to change my child's scheduled days or to withdraw my child out of the program. I understand that I am responsible for payment during this period.

The YMCA Preschool Child Care Program agrees to:

- Uphold Massachusetts Department of EEC Regulations.
- Uphold all YMCA guidelines.
- Provide nutritious snacks each day.
- Provide trained, qualified staff.
- Provide supervised social, educational, and recreational activities.
- Provide advanced notice of fieldtrips and vacation week programs.
- Keep all information about children and families in confidential files, to be released only with permission of the parent/guardian.
- To provide the parent/guardian with community health and social service information upon request.
- Uphold to the Andover Public School Calendar.

Tuition rates for the 2018-2019 school year is as follows:

After reading the YMCA Preschool Parent Handbook and reviewing the highlighted policies above, I agree to the conditions of this service agreement. I understand that the YMCA reserves the right to amend this agreement upon written notification. I also understand that the YMCA reserves the right to dismiss my child of his/her actions or child with the information contained in the handbook as well as the YMCA rules and understand that it constitutes the policies and guidelines of the Preschool Enrichment Program. Upon program completion or withdrawal from the program, if my account is not current I understand that the Merrimack Valley YMCA will turn my account over to a debt collection agency.

Parent/Guardian Signature

Date

Intake Worker Signature

Date