



## NJ Tuition Agreement – 2021

Date of Enrollment: \_\_\_\_\_

1. I would like to enroll my child(ren) \_\_\_\_\_ in Just Children Childcare Center.

Hours of Operation: 6:30AM - 6:00PM

My child’s schedule will be as follows:

Monday	AM _____	PM _____	Full Time _____
Tuesday	AM _____	PM _____	Full Time _____
Wednesday	AM _____	PM _____	Full Time _____
Thursday	AM _____	PM _____	Full Time _____
Friday	AM _____	PM _____	Full Time _____

If changes are needed to the above schedule, the Director must approve them, and any additional time will be charged accordingly.

2. **Payment of fees:** I agree to pay the sum of \$ \_\_\_\_\_, through **Brightwheel**.
3. **Late Fee** I agree to pay a **late fee of \$20.00** if tuition is not paid by noon on Friday of each week.
4. **Registration Fee** I understand that there is a **non-refundable Registration Fee**, which is paid at the time of enrollment. If I withdraw my child for any reason, it will be necessary to **re-register** and pay the registration fee again. I understand that my child’s place will not be held should I withdraw.
5. **Re-Enrollment Fee** I understand that a **non- refundable** re-enrollment fee of \$100.00 is payable each March to hold your child’s spot for the upcoming school year.
6. **Late Pick-Up Charges** I understand that if my child remains at the Center past the designated closing, I will be charged and agree to pay **\$5.00 for each portion of 5 minutes after 6 pm that the staff member must stay. This fee should be paid in EXACT CHANGE and CASH ONLY directly to the caregiver on duty. This fee is due immediately.**
7. **Returned Check Policy** I understand and agree to pay a \$35.00 processing fee for any check that is returned from the bank.

8. **Holidays** I understand that Just Children will observe the following holidays during which the center will be **closed**:

New Year's Eve & Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, July 4<sup>th</sup> Holiday, In-Service Day, Labor Day, Thanksgiving Day & Friday, and Christmas Eve & Day.

I understand that tuition for all programs is structured to compensate for the holidays and **I will not be entitled to any credit on my weekly tuition charge**. A full week's tuition will be charged during these weeks. Children who are enrolled on a part-week basis **may not switch days to compensate for a holiday, sickness, snow or any reason** without the consent of the director. Also, days will never be carried over from one week to the next.

9. **Refund and Absentee Policy** I understand that **NO Refunds** will be made for days missed due to **illness, snow, vacation, or holidays or any event that would require Just Children to close**. The full tuition is payable each week that my child is enrolled.

10. **Withdrawal** I understand that **two weeks** written notice is required prior to withdrawal. If two weeks notice is not given, I agree to pay two additional weeks of tuition.

11. **Dismissal** Should the Director determine that my child cannot adjust to the center's program, the child will be withdrawn after 2 week's notice and this agreement will be terminated.

12. **Return of Required Forms and Papers** It is agreed and understood that it is my responsibility to make sure that my child's file is up to date with all required enrollment forms.

13. **Subsidy (1001 Briggs Road and 14000 Commerce Pkwy Only)** As a participant in the BCCAP/echildcare subsidy program I agree to check in and out via swipe/phone system each day that my child is contracted with Just Children. This includes sick days. I understand that it is my responsibility to make sure my attendance is correct at the end of each week. In the event that my attendance is not correct I understand that it is my responsibility to contact Wanda Fisher at BCCAP at 609-835-4329, ext. 5134 to correct any issues. In the event that I have to contact Wanda Fisher, I will also submit in writing to the director of Just Children a brief summary of the problem along with the time and date of my call. I understand that if Just Children is not paid correctly due to improper check-ins/outs that I am responsible to pay Just Children the full tuition not paid by BCCAP. The BCCAP payment system runs two weeks behind and so as not to accrue late fees, I understand that this payment is due immediately.

14. Should I disagree with the policies of the school and or the director and create a hostile environment, I will be told that my affiliation with Just Children has been terminated.

15. This parent agreement is subject to change with two week's notice.

16. This tuition agreement supersedes all other agreements.

17. All policies are explained in detail in the parent handbook which will be sent to you via Brightwheel or email. Handbooks are updated annually and by signing this agreement I agree to follow all policies and procedures as written.

18. If my account becomes delinquent and I am sent to collections, I agree to pay a \$45 collection fee on top of the original balance owed.

19. **Pandemic Policy** COVID - 19 updates will be sent via Brightwheel as they are ever - changing. I understand that in the event of a room(s) closure or the center should need to close in its entirety, weekly tuition will be evaluated by the executive office to determine if an adjustment is necessary.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ S.S.# \_\_\_\_\_

Director's Signature : \_\_\_\_\_ Date : \_\_\_\_\_