

## BEST FRIENDS ENROLLMENT CONTRACT

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

I have contracted for the days checked off and agree to pay Best Friends for the tuition regardless if my child is in attendance. The first week's tuition is due the first day your child is in attendance and by the end of the week every week thereafter. No reimbursements will be given for holidays, snow days, inclement weather, personal, sick, vacation, early withdrawals or any other reason beyond the control of Best Friends.

**Full Day Session:** Please fill in the days and drop off/pick up times. Full day students are contracted for 10 hours per day. You will be charged a late pick up fee of \$1 per minute after contracted time.

Day of the Week	Drop Off Time	Pick Up Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Half Day Session:** Please check off which half day program your child will attend. Half days are available to preschool and prekindergarten children from September through June and follow the public school calendar. Half day is 8 am to 12:30 pm. You will be charged \$1 per minute after 12:30 pm. We do not offer half days for infants and toddlers.

Please Check Program	Program Options
	2 Days: Tuesdays and Thursdays
	3 Days: Monday, Wednesday and Friday
	5 Days: Monday through Friday

**School Age Care:** Children entering kindergarten and up.

Please Check Program	Program Options
	Before School
	After School
	Both Before and After School
	My child will need care for early release, teacher inservice, no school due to snow days, school delay due to weather, holidays center is open, school vacation and summer.

Parents may make changes to their child's contract at any time as long as a two (2) week notice is given and/or space is available. This may be due to change of employment, extra days needed, drop days, etc. Two (2) week written notice is required when removing, withdrawing or transferring your child from Best Friends. Parent is responsible for the two (2) week tuition regardless of whether or not your child is in attendance.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## BEST FRIENDS REGISTRATION FORM

A registration fee of \$50. Must be paid prior to admittance in order for Best Friends to reserve a slot for your child. Registration is due annually if your child leaves the program and returns. Fee is non refundable.

### PARENT INFORMATION

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different)

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Other Contact Phone #: \_\_\_\_\_

### CHILD INFORMATION

Child's Full Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

(First) (Middle) (Last)

Allergies, health issues or concerns: \_\_\_\_\_

Has your child been enrolled in a child care in the past? \_\_\_\_\_ If so, where and reason for leaving: \_\_\_\_\_

Date you would like to enroll your child: \_\_\_\_\_

Is your child on a child care voucher? Yes \_\_\_\_\_ No \_\_\_\_\_

#### INFANT:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

#### TODDLER:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

**PRESCHOOL/PREKINDERGARTEN:** Full Days? \_\_\_\_\_ Half Days? \_\_\_\_\_

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

#### SCHOOL AGE PROGRAM (Kindergarten age and older)

Before School Only: \_\_\_\_\_ After School Only: \_\_\_\_\_ Both Before/After School \_\_\_\_\_

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

In-Service Days \_\_\_\_\_ Snow Days \_\_\_\_\_ Holidays \_\_\_\_\_ School Vacations \_\_\_\_\_

Summer \_\_\_\_\_ Early Release Days \_\_\_\_\_ School Delays \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date