

## Preschool Contract

I wish to enroll my child in the Solana Beach Child Development Center (CDC). I understand that if this application is approved it will be a contract between the Solana Beach Child Development Center and myself. The terms of this contract are set forth below.

**By acknowledging and accepting this agreement, you indicate that you have read our policies and agree to the Preschool Contract.**

1. I understand that my child is accepted into the CDC program on a temporary basis and that the CDC reserves the right to cancel my child's enrollment for any reason, at any time. (i.e. failure to follow the CDC rules, etc.).

2. I understand that the registration fee and re-registration fee are non-refundable and are not applicable to tuition.

3. I understand that a two-week notice is required through my Eleyo account when withdrawing from the program. If the two-week notice is not given, I am responsible for payment of two weeks of tuition from my child's last day of attendance.

4. I understand that extra days may be provided, with advance notice and on a space available basis, pursuant to the current the CDC Fee Schedule and my child's contracted schedule. (Not available during the COVID-19 modifications).

5. I understand that schedule changes are on a space available basis and must be done in advance and through my Eleyo account. However, they do not become effective until the first day of the following month.

6. I understand that I must pay my monthly tuition pursuant to the current the CDC Fee Schedule including holidays and teacher in-service days.

7. I understand that I will not receive tuition credit or additional care days as substitution for any days on which my child is ill, on vacation, or does not attend the CDC program for any other reason.

8. I understand that the tuition bill will be emailed to the email address I have provided. Payment is due by the 15<sup>th</sup> day of each month. If I do not receive a bill it is my responsibility to contact the CDC office for the balance due and to update or confirm my contact information.

9. I understand that if the tuition balance is not received by the 15<sup>th</sup> day of the current month, a \$25.00 late fee will be assessed and childcare will be discontinued until the account becomes current.

10. I understand that if the tuition balance is not received by the 25<sup>th</sup> day of the current month, my account will be assigned to a collection agency. If my account is referred to a collection agency, my child will no longer be eligible for any future CDC programs.

11. I understand that if I have an overdue balance in any of my CDC accounts, my child will no longer be eligible to register for any future CDC programs, including Enrichment and Band.

12. I understand that a \$50.00 fee will be charged for any returned checks and after any two checks have been returned, I will be required to register for automatic payment through my Eleyo account each month thereafter.

13. I understand that if my child is dropped off before his or her scheduled start time or remains at the CDC past their scheduled pick up time, I will be charged and I agree to pay \$30.00 per child for each fifteen (15) minute increment, or portion thereof. The CDC reserves the right to discontinue childcare if my child is repeatedly dropped off or picked up before/after their scheduled time.

14. I understand that only parents or authorized adults (at least 18 years of age) may sign children in and out.

15. I understand that if I wish to have my child released to an adult who is not listed on my authorized pickup list, I must add them to my Eleyo account prior to their arrival. This adult will be required to show picture identification.

16. I understand that **prior** to admission I must provide a completed Physician's Report form and a current copy of all required immunizations.

17. I understand and agree to the Wellness Policy.

18. I understand that the CDC is not responsible for the care or supervision of any child before or after the CDC's hours of operation. The CDC will not be liable for any injury, harm and/or damage caused to or by any child during non-operational hours. I agree to indemnify and hold the CDC harmless for any costs, expenses, losses and liabilities incurred or sustained in relation to such injury harm and/or damage.