

**TODDLER TOWN, LLC CONTRACT AGREEMENT  
and  
RECEIPT OF OPERATING POLICIES  
A PARENT'S GUIDE**

I (We), \_\_\_\_\_ and \_\_\_\_\_  
have received and read the Operating Policies – A Parent’s Guide, and will comply with all provisions contained therein, and shall at this time enter into an agreement with Toddler Town, LLC for the care of my (our) child(ren)  
\_\_\_\_\_ and \_\_\_\_\_.

The weekly rate of \$\_\_\_\_\_ has been discussed and I (we) realize that this rate will be charged whether he she they are present or not, except in the case of vacation time (after one year and for eligible full time children only) which must be approved in advance by the Director.

The contracted days and hours will be:\_\_\_\_\_

A registration fee of \$\_\_\_\_\_ has been paid as well as the first week’s tuition in the amount of \$\_\_\_\_\_. I understand that all future tuition payments must be made on the first day of the week that my child(ren) attends Toddler Town, LLC, and that failure to make the payments on a timely basis will **RESULT IN A \$10 PER DAY FINE UNTIL MY TUITION IS UP-TO-DATE**. I further understand that non-payment will preclude my child(ren) from attending Toddler Town, LLC until said payment is made.

I understand that if I fail to give a two week written notice of withdrawal I will be responsible for paying 100% of my child’s tuition for the two week period following my child’s last day.

I further understand that if I am planning to receive assistance for my child(ren)’s tuition, I am responsible for paying the tuition until the necessary approvals are received and the initial payment is made.

I have read this agreement carefully and agree it is legal and binding, and I agree to abide by its contents.

This agreement will be effective from the date of my (our) signature(s) until termination of care.

\_\_\_\_\_  
Print parent (legal guardian)’s name

\_\_\_\_\_  
Parent (legal guardian)’s signature

\_\_\_\_\_  
Date

R/R 6-14-07

## FINANCIAL AND TUITION AGREEMENT

In consideration of **TODDLER TOWN, LLC**, (hereinafter referred to as “**Toddler Town**”) rendering of day care services, I/We, the undersigned, hereby agree to the following:

1. To pay \$\_\_\_\_\_ per week as tuition to **Toddler Town** for my child(ren). (Rates are subject to increase).
2. Tuition payments for the entire week shall be made on the first day of the week that my child(ren) is in attendance. Tuition payments include the Family Fee and/or any co-payment determined by Care 4 Kids.
3. Prior to enrollment, I shall complete an Enrollment Application for each child. A fifty dollar (\$50.00) non-refundable processing fee shall accompany each Enrollment Application.
4. Upon enrollment, I shall pay the first week’s tuition.
5. Any and all checks returned to **Toddler Town** by the bank for any reason will result in my payment of any bank charges associated with the return. Further, **Toddler Town** reserves the right to require the replacement payment as well as all future payments to be made in cash or by money order.
6. Tuition is calculated on equal weekly installments. Absences due to illnesses, personal days, snow days, holidays, etc., are calculated into the tuition and, therefore such absences do not reduce the amount of tuition due.
7. If at any time I am late in picking up my child(ren), I shall pay late charges as follows: \$5.00 per half hour, per child, if pre-approved by Director or Head Teacher; \$5.00 per five minutes, per child, if not approved or no call; and, \$20.00 per quarter hour, per child, after closing (**Toddler Town** closes at 5:30 PM). I realize that I am obligated to make these payments no later than the following day that my child is at the center.
8. If I decide to withdraw my child from **Toddler Town**, I will give two (2) weeks written notice. I further understand that if I fail to provide a two week written notice, I will be responsible for paying 100% of my child’s tuition for the two week period following my child’s last day.

**I (We) have read and hereby agree to the conditions set forth herein.**

\_\_\_\_\_  
**Mother (legal guardian)’s signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Father (legal guardian)’s signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Marylou Curtin, Director, Toddler Town, LLC**

\_\_\_\_\_  
**Date**

R/R 6-14-07