



Itsy Bitsy Early Learning Center

1275 15th Street - Fort Lee, NJ 07024

Phone: 201-224-4052 Fax: 201-224-9852

I, the undersigned parent, agree to enroll my child, _____, in Itsy Bitsy Early Learning Center for the school year.

I understand that enrollment is for a minimum of one term, beginning upon enrollment and ending in August of the school year. A NON-REFUNDABLE deposit, equal to one (1) month's tuition, will be held as security and can only be credited toward the month of August of the last school year of attendance. **Withdrawal prior to the end of the school term for which enrolled will result in forfeiture of the deposit.**

I understand that schedule changes may not be accepted after registration and may result in forfeiture of deposit. In lieu of forfeiture of deposit, a child may be placed on a waiting list for new schedule requests and the deposit may be held at the Center until such a date as the new schedule can be accommodated. If, when the new schedule becomes available, the parent chooses not to have the child attend, the deposit will be forfeited. If a parent chooses not to be placed on a waiting list for the new schedule request, the deposit will be forfeited. In the case of a reduction in scheduled days or hours, if the new schedule is accepted by the Center, the difference between the new and old tuition deposit will NOT be refunded or applied to tuition payment.

I understand that the tuition is based on a yearly amount which is divided into equal monthly installments beginning the first month which the child is enrolled. **A tuition payment will be made within the first three (3) business days of each month. Payments received after the third (3rd) business day of the month are subject to a weekly late penalty of \$25.00.** I understand and agree that if monthly payment is not made by the end of the month that my deposit will be applied to that month and my child will not be allowed to attend the Center any further.

I understand that if my child is enrolled for the full school year (September-August) and on the Extended Care Program (7:30am-6:00 pm), I am entitled to a 1(one) week vacation credit which will be issued to me during the month of August. This vacation credit will be applied in July if the month of August will be my child's last month at the Center and the deposit will be applied to the month of August. I understand that in order to receive the credit, I must notify the office on the forms provided by May 31st.

I understand that there will not be any credits issued if my child is out of the Center for illness or additional vacation as the Center is still holding a space for my child.

I have read the Pandemic Handbook and understand that tuition will be credited only if the Center is closed more than 72 consecutive hours (3 full days).

I have read, understand, and agree to abide by all conditions of this enrollment contract.

I have read, understand, and agree to abide by all conditions of Itsy Bitsy Early Learning Center's payment policies.

I have read, understand, and agree to abide by all policies contained in the "Itsy Bitsy Early Learning Center Parent Handbook".

Parent's Signature: _____ Date: _____

Center Director's Signature: _____ Date: _____