

2011-2012 NURSERY/KINDERGARTEN READINESS ONLY

Staff Use Only:

SESSION ENROLLED: _____

CHILDREN’S CENTER OF NORTH HARFORD

Nursery School, Kindergarten Readiness

707-708 Highland Road, Street, Maryland 21154

410-836-0444

e-mail: ccnh707@zoominternet.net www.childrenscenterofnorthharford.org

REGISTRATION CONTRACT

Child’s Full Name _____
 Nickname, if any _____
 Birthdate _____
 Parents Names _____
 Home Address _____
 e-mail Address _____
 Home Phone Number _____
 Cell Phone Number _____
 Family Physician/Child’s Physician _____
 Physician’s Phone Number _____
 Mother’s Employer _____
 Employer’s Address _____
 Employer’s Phone Number _____
 Father’s Employer _____
 Employer’s Address _____
 Employer’s Phone Number _____

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Please list a Neighbor/Relative to call in case of Emergency if Mother/Father cannot be reached:

Name _____
 Address _____ Phone Number _____

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I. REGISTRATION POLICY

- A. For NEW STUDENTS, a Registration Fee of \$70.00 is payable prior to admission at the time of Registration and submission of completed Registration Contract. FIRST MONTH’S TUITION is also DUE at the time of Registration.
- B. For RETURNING STUDENTS, a Registration Fee of \$70.00 is payable prior to admission at the time of Registration and submission of completed Registration Contract. FIRST MONTH’S TUITION is DUE on June 1st of the current year.

II. ATTENDANCE POLICY

- A. All children, regardless of religion, race, sex, or national origin, within the ages of 3 to 5 years, and who are independently toilet trained, are eligible for admission to the Center.
- B. Pupils are enrolled for the entire Nursery or Kindergarten program year (September – June).
- C. NO Tuition deductions can be made for occasional absences.
- D. NO Tuition deductions can be made for prolonged absences other than the child’s illness. In cases of child’s prolonged absence due to illness, Tuition reduction may be made if approved by the Center Board of Directors.
- E. Any absence due to illness for five (5) or more consecutive days will require a written statement from the child’s physician regarding freedom from infection and eligibility for re-admission to the Center.

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II. ATTENDANCE POLICY (con't)

F. Withdrawal: It is expected that all Parents fulfill the entire year Tuition obligation by paying the total amount in full or by completing each of 10 installment payments. In cases of early withdrawal from the Center's program, Parents are responsible for the entire installment payment for the child's last month of attendance regardless of the actual number of days that the child attends. For example, if the child is withdrawn on April 4th or April 28th, Parents are responsible for the full amount of the installment payment (which is installment # 9 of 10). It is a condition of enrollment that CCNH is entitled to the prepaid month since it is expected that Parents pay a full year's Tuition. For Parents who withdraw their child from the Center's program prior to the start of classes in September, two weeks written notice must be given to the Center. In cases where two weeks written notice is received, Parents will be refunded the first month's Tuition payment, but Registration Fee is non-refundable.

III. TUITION RATES FOR NURSERY/KINDERGARTEN READINESS (for the 2011-12 school year)

- A. Monday-Wednesday-Friday AM (9 AM to 12 Noon) Sessions:
\$1,680.00 yearly / 10 payments of \$168.00
- B. Monday-Wednesday-Friday FULL DAY (9 AM to 3:30 PM) Session:
\$3,570.00 yearly / 10 payments of \$357.00
- C. Tuesday-Thursday AM (9 AM to 12 Noon) Sessions:
\$1,200.00 yearly / 10 payments of \$120.00
- D. Tuesday-Thursday FULL DAY (9 AM to 3:30 PM) Session:
\$2,560.00 yearly / 10 payments of \$256.00
- E. Monday thru Friday AM (9 AM to 12 Noon) Session:
\$2,800.00 yearly / 10 payments of \$280.00
- F. Monday thru Friday Full Day (9 AM to 3:30 PM) Session:
\$5,900.00 yearly / 10 payments of \$590.00

IV. TUITION PAYMENTS SCHEDULE

- A. Tuition is due in advance by the 5th day OF EACH MONTH. (Please see CCNH General Information Booklet for specific payment schedules/options)
- B. If Tuition is NOT received by the Treasurer by the 5th day, a Late Charge of \$20.00 will be assessed. The Late Fee will accrue monthly until Tuition payments are current.
- C. The Late Charge assessment can be avoided by contacting the Treasurer prior to the last day of the month.

V. IMMUNIZATION POLICY

- A. The Maryland State Department of Health and DHR (Department of Human Resources) provide Forms for each newly enrolled child.
- B. Forms are to be COMPLETED and RETURNED to the Center 30 DAYS PRIOR TO THE CHILD'S ADMISSION TO THE CENTER.
- C. Failure to complete and return immunization/medical forms within the 30 day prior-admission period will result in withdrawal of the child from enrollment at the Center.

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I understand and agree to the policies as stated above. I understand that I am enrolling my child in the following class session:

_____ and that the Tuition Payment per month is \$ _____ or \$ _____ yearly.

PARENT SIGNATURES: Mother: _____
Father: _____

DATE _____

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*** STAFF USE ONLY PLEASE – STUDENT INFORMATION ***

Date Enrolled: _____ Date Withdrawn: _____

Age Level (Group): _____

NUMBER DAYS ABSENT:

Sept – Nov: _____ Nov – March: _____ March – June: _____

SESSION ENROLLED: _____

REGISTRATION FEE \$70.00
FIRST MONTH'S TUTION

PAID
PAID

DUE JUNE 1st
DUE JUNE 1st

CHECK #: _____ AMOUNT: \$ _____ DATE: _____