



AFTER SCHOOL ENROLLMENT CONTRACT

Playgroups Unlimited – Universe of Colors LLC values your business. Please carefully review the following enrollment contract and sign it at the bottom.

Business Hours:

- Playgroups Unlimited – Universe of Colors LLC is open Monday through Friday from 8am to 6pm.
- Afternoon sessions are 2 hours and start at 1pm and end at 5:30pm, please see update schedule.
- Playgroups Unlimited – Universe of Colors LLC is closed for Federal Holidays (MLK, President's Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas and New Year's Day, as well as days between December 24^h and January 1st, at our own discretion.
- All programs are drop-off.

Rules and Procedures:

- Please dress your child in comfortable clothes.
- Mark all belongings with child's name.
- Playgroups Unlimited – Universe of Colors is not responsible for any lost stolen clothing or any damage to clothing.
- Children must bring their own snack and if coming for Lunch Bunch (12-1pm), must also bring their own lunch.
- Universe of Colors is a peanut free environment.
- Children must be signed in before drop off. Please make sure to write down your full name and a phone number.
- Children must be signed out before pick up. Please make sure to write down your full name.
- If child is going to be picked up by someone who is not on the authorized pick up contact form, please send written notification to the Office. Driver's license will be required at pick up time.

Enrollment

- A \$100 non-refundable enrollment fee is required to register.
- This fee is annual and is due on the anniversary of Registration.
- Registration is on a first come, first serve basis.

Security Deposit

- A \$75 non-refundable security deposit is required to reserve your child's space on any program.

- This deposit will be applied to the tuition once the child starts classes.

Tuition Policies

- Tuition is not refundable and must be paid in full.
- Tuition is based per 12 weeks session, rather than per month or day.
- Tuition is due 1 week prior to the start of a 12-week session. Once the session starts payment will be over due and a \$25 late fee will be added to tuition.
- Additional siblings receive a 3% discount.
- If a child must be absent (due to illness, vacation or other reason) for 1 to 3 weeks and plans to come back to their spot, full tuition is due.
- No prorated rate or credit will be given for missed classes due to illness or vacation.
- Make up classes are a bonus and may be made up within the current 12 weeks session on a different day than the child's regular day (s).
- Make up classes will be scheduled if there is availability in other classes.
- There is a maximum of 2 make up classes per session.
- Make up classes should be scheduled in advance to ensure the appropriate child: teacher ratio.
- Full week students don't have make up classes.
- Parents must provide 30 days written notice prior withdrawal to terminate agreement. If you do not give proper notice, you agree to pay any fees that may be due of as the date that is 30 days after such notice, regardless of your child being in attendance or not.
- Pick up: After a 5 min grace period, a fee of \$1 per minute will be charged for late pick-up.
- There is a \$25 fee for returned checks.
- Before and After School care available upon request.
- Playgroups Unlimited – Universe of Colors reserves the right to refuse applications.

Waiver

Please check one box:

- I agree to allow Playgroups Unlimited – Universe of Colors to use pictures or footage of my child during school activities, in the Playgroups Unlimited – Universe of Colors website, blog and advertisements.
- I do not agree to this waiver.

I understand and agree with the above terms and policies.

Signature

Date