



## **ENROLLMENT CONTRACT**

### **School Year: September 2023 – August 2024**

Lilac Sea Nursery School strives to provide families with high quality childcare. Despite the personal, somewhat informal exchange that is the nature of this business, Lilac Sea requires families to acknowledge that running a home childcare is a business just like any other, with financial and legal obligations. Lilac Sea's owner and director, Mallory Ott, is dependent solely on the income generated from Lilac Sea to cover all business related and personal expenses. As a small family-oriented business, Lilac Sea is also dependent upon word of mouth and positive reviews, and therefore maintains that any discrepancies related to this contract are handled in a way that is both fair and within the legal confines of this document. Lilac Sea appreciates your understanding when it comes to upholding the stipulations of this contract.

This is a legally binding document. Please read it carefully. Enrollment signifies your acceptance of the terms and conditions even without a signed contract.

This contract is entered into by Lilac Sea Nursery School, the licensee, Mallory Ott and the undersigned, for the period from September 1, 2023 to August 31, 2024 for the above listed student.

Throughout this document Lilac Sea Nursery School is referred to as "Lilac Sea" or "the school".

### General Conditions:

The person(s) signing this agreement on the student's behalf is (are) liable for the total tuition and other charges. This agreement must be signed by BOTH parents, legal guardian(s), or any other adult person who, by signing this agreement represents that he or she is financially and legally responsible for this student. Lilac Sea Nursery or the licensee, Mallory Ott, may terminate this contract at any time if, after consultation with the undersigned, it is the judgment of Lilac Sea that the continued enrollment of the student is not in the best interest of the student or the school.

### Privacy:

The school directory and any other personal and private information about students and their families is confidential and restricted for Lilac Sea use only. Any unauthorized use of confidential school information may result in the termination of this contract.

### Deposit:

Upon acceptance of student's application, a one month's tuition deposit is due. The deposit is applied to the student's last full month of enrollment at Lilac Sea. Per the terms of this contract, the last full month of enrollment is July 2024. If the child will not be re-enrolling for the following school term, the tuition deposit will be applied to July's tuition payment. Any surplus amount from the deposit will be returned by September 7, 2024. If, however, the child will be re-enrolling for the following school year, the tuition deposit will be retained and tuition for July 2024 will be due. If the parent(s) or legal guardian(s) terminates this contract by withdrawing their child prior to the contracted end date of August 31, 2024, no portion of the one month's tuition deposit will be refunded.

### Yearly Registration and Materials Fee:

A \$240 yearly registration and materials fee is due upon the student's acceptance and each subsequent year of re-enrollment on the anniversary date of the student's first day of attendance. The parent(s) or legal guardian(s) will be notified one month in advance of the student's yearly fee due date.

## **ALL MATERIALS FEES ARE NONREFUNDABLE**

### Tuition:

The parent(s) or legal guardian(s) understands that the child is being enrolled for the entire or remaining portion of the school year covered by this contract. With the exception of the student's first month of enrollment, tuition is due in full on the first day of each month. Tuition for the student's first month of enrollment is due on the student's first day of attendance. In the event that the student's first day of attendance falls on a day other than the first of the calendar month, tuition will be pro-rated from the first day of attendance until the last day of the calendar month. The next month's tuition is due on the first of the next calendar month.

Tuition cannot be calculated on a daily or weekly basis. ***There is not a discount, refund or other allowances for planned or unplanned absences, school vacation days, or two allotted teacher sick days.***

The following are Lilac Sea Nursery School's paid holiday/vacation days:

Labor Day  
Veterans Day  
Thanksgiving Day and the following Friday  
Winter Break - December 18, 2023 to January 1, 2024  
Martin Luther King Day  
Presidents' Day  
Spring Break - March 25 to March 29, 2024  
Memorial Day  
Independence Day

Lilac Sea Nursery School's Summer Break is from August 5 to September 2, 2024. There is no tuition due for these weeks. August 1 to August 2, 2024 will be prorated and tuition will be due on August 1st.

Lilac Sea Nursery School may be closed for up to two days during a calendar year for teacher sick leave. There is not a discount or refund for these days. In the event that sick leave exceeds two days, school will remain open either at the beginning or end of Summer Break to make up for the closed day(s). The parent(s) or legal guardian(s) will be notified of the day(s) that school will remain open by July 1, 2024.

### Payment:

Lilac Sea accepts payments in the following form: cash, check, PayPal ([uponthelilacsea@gmail.com](mailto:uponthelilacsea@gmail.com)), Venmo (@MalloryOtt), or Zelle (6193163002).

### Late Payment:

If tuition payment is made on the 3rd of the month or later a \$40 late fee will incur and will be due immediately upon payment.

### Late Pickup Fee:

After a five minute grace period from the student's contracted pick-up time, the parent(s) or legal guardian(s) will be charged \$1 per minute until the time the student is signed out. The five minute grace period serves as a buffer for occasional unforeseen circumstances such as traffic and does not serve as an extension to the student's contracted pick up time. The charged amount will be due by the student's next day of attendance in any of the forms listed above under *Payment*. For parents or legal guardians who frequently pick up late, the five minute grace period will be forfeited and the student's contracted hours can be revised.

### Sibling Discount:

There is a 10% tuition discount for the first sibling and 20% tuition discount for the second sibling. The yearly registration and materials fees are due in full for each student. A one month's tuition deposit for each student is also due upon enrollment.

### Increasing Enrollment:

If the parent(s) or legal guardian(s) wish to increase the student's enrollment, a new contract will be issued with the updated tuition amount. Given the availability, the student may increase enrollment right away. The balance for the increase in tuition will be due on the student's first day back to school after the decision to increase has been

agreed upon by the parent(s) or legal guardian(s) and the school. The difference in the one month's tuition deposit will also be due on the student's first day back to school.

#### Decreasing Enrollment:

In order to decrease enrollment, written notice must be given 30 days prior to the date in which the decrease is to take effect. A new contract with the updated tuition amount will be issued. Any surplus amount paid for the tuition deposit will be held until the student's last day of enrollment. Providing that the contract terms have been upheld, a refund for the excess amount will be issued within seven days of the child's last day in attendance.

#### Termination:

Lilac Sea Nursery or the licensee, Mallory Ott, may terminate this contract at any time without notice if, after consultation with the undersigned, it is the judgment of Lilac Sea that the continued enrollment of the student is not in the best interest of the student or the school. In the case of any dismissal by the school, tuition will be pro-rated to the day the dismissal is effective and any surplus amount will be refunded within seven days of the dismissal. The one month's tuition deposit will also be refunded within seven days of the dismissal, unless dismissal is due to failure to pay, in which case no portion of the deposit will be returned.

If the parent(s) or legal guardian(s) terminates this contract by withdrawing their child prior to the contracted end date of August 31, 2024, no portion of the one month's tuition deposit will be refunded.

**Student Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**Contract Schedule:**

Please circle program:    5 Day    4 Day    3 Day

Please circle number of hours:        5        6        7        8

Please provide schedule details: (i.e. Monday 8-4, Tuesday 8-4, Wednesday 8-4, etc.)

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

**Monthly Tuition:**        \$ \_\_\_\_\_ (if unsure, leave blank)

Please initial the following statements as requirements of your Enrollment Contract:

**Please initial the following statements:**

I understand that my child is being enrolled for the entire or remaining portion of the school year covered by this contract. \_\_\_\_\_

I understand that Lilac Sea is closed for Summer Break and tuition is not due for these weeks. \_\_\_\_\_

I understand that tuition is due in full by the 1st of each month. \_\_\_\_\_

I agree to add a \$40 late fee to my tuition payment if it is made on the 3rd of the month or later. \_\_\_\_\_

I understand that the full monthly tuition is due even if there are planned or unplanned absences or vacations. \_\_\_\_\_

I understand that 30 days written notice is required to decrease my child's participation. \_\_\_\_\_

I understand that the one month's tuition deposit is applied to the last full month of my child's enrollment. \_\_\_\_\_

I understand that if I terminate this contract before August 31, 2024, under no circumstances will any portion of my tuition deposit be refunded. \_\_\_\_\_

I understand that the yearly materials fee is due upon my child's acceptance. The first month's tuition is due on my child's first day of attendance and a one month's deposit is due two weeks after that date. The next month's tuition is due on the 1st of the following month. \_\_\_\_\_

I understand that the \$240 yearly registration and materials fee is due upon my child's acceptance and each subsequent year of enrollment on the anniversary date of my child's first day of attendance. \_\_\_\_\_

I agree to pay \$25 per check for returned checks. \_\_\_\_\_

I agree to withdraw the student upon request if tuition payments are not made when due or if the school, at its sole discretion, determines that the welfare of the child or the school required such withdrawal. \_\_\_\_\_

I understand that after a five minute grace period from my child's contracted pick-up time, I will be charged \$1 per minute until I sign my child out. I understand that the charged amount is due by my child's next day of attendance. \_\_\_\_\_

I understand that dropping my child off in the care of Lilac Sea executes this tuition contract. \_\_\_\_\_

**PRINT NAMES OF ALL PARENTS, GRANDPARENTS, OR GUARDIANS FINANCIALLY RESPONSIBLE FOR STUDENT:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

My signature below affirms that I have read, understand, and accept the terms and conditions of this agreement.

Signature of ALL parents, grandparents, or guardians financially responsible for student:

Signature:

Date:

Signature:

Date: