



Hutch Kids Child Care Center

ENROLLMENT AGREEMENT

The undersigned parent(s) (the “Parents”) agree to enroll one or more children, as indicated below, at Hutch Kids Child Care (“Hutch Kids”), and agree to pay enrollment charges to Hutch Kids in exchange for provision of child care services, on the terms and conditions as set forth in this Enrollment Agreement:

Children To Be Enrolled:

Child #1 Name _____ Child #2 Name _____

Parent/Guardian #1 _____ Parent/Guardian #2 _____

The parent(s) contract for these children to attend Hutch Kids _____ days per week.

Tuition Rate for Child #1: _____

Tuition Rate for Child #2: _____

Total Monthly Tuition Due: _____

Monthly Enrollment Charges:

The parents agree to pay a monthly “Enrollment Charge” to Hutch Kids in the amount of \$_____ per month, payable by the first day of each month while the parents have one or more children enrolled in Hutch Kids. The enrollment charge may not be refunded due to absence, vacation, illness, or sudden departure from Hutch Kids of any one or more children identified above.

Payment Options:

_____ Through FHCRC Payroll Deductions

This payment option is only available to FHCRC employees. SCCA, Affiliates and community families must choose alternate options below. The parent or parents employed by FHCRC agree that FHCRC may deduct the monthly “Enrollment Charge” indicated above.

_____ Please check here if the FHCRC parent is enrolled in the Dependent Care Flexible Spending Account (FSA) under FHCRC’s FlexChoice Employee Benefits Program. Please contact HR Employee Services at FHCRC to set up the account.

_____ Please check here if the FHCRC parent will receive a Post-Doc Subsidy from FHCRC towards Hutch Kids tuition. Contact FHCRC HR Employee Services at FHCRC regarding eligibility.

_____ Monthly personal check or bank draft
Personal check or bank draft must be made payable to Hutch Kids Child Care due no later than the fifth day of the month.

Notice of absence or termination: The parent(s) shall provide a minimum of (30) days advance written notice before terminating the enrollment of any one or more of the children identified above from Hutch Kids. Notice is required to allow HKCC adequate time to fill the resulting vacancy. The parent(s) agree to pay one month's enrollment charge if they fail to provide such notice. Termination of enrollment can occur at any time after proper notification; however, tuition fees are only prorated in half-month increments if a child is withdrawn prior to or on the 15th of the month. There is no fee reduction if the withdrawal occurs after the 15th of the month. The parent(s) shall further provide at least one week's advance written notice of anticipated temporary absences due, for example, to vacation.

Extended Absence/Failure to Pay Enrollment Charge: Upon the absence of any one or more of the children identified above from Hutch Kids without prior notice or satisfactory explanation, or the failure to pay the enrollment charge for any month, which absence or failure shall continue for two weeks or more, Hutch Kids may terminate the enrollment of the children at Hutch Kids, without notice to the parents. Any spaces available for enrollment of children at Hutch Kids created by such termination may be filled immediately by Hutch Kids from its waiting list, and Hutch Kids shall have no obligation to the parent(s) to reserve the space for re-enrollment of their children at Hutch Kids whose enrollment has been terminated under this paragraph.

Tardiness in Paying Enrollment Charge: If payment for tuition (cash or check), is not paid by the 5th day of the month by 6pm, a late fee of \$10.00 will be added to the total. If the tuition fee is not paid by 5pm on the tenth day of the month, an additional fee of \$15.00 will be added; for a total late fee of \$25.00 due Hutch Kids. Families with extenuating circumstances must contact the Director prior to the fifth day of the month so that alternate arrangements can be made. A fee of \$15.00 will be charged for all checks returned by the bank for insufficient funds.

Parent/Guardian#1 ___ Check if FHCRC Employee

Date

Parent/Guardian#2 ___ Check if FHCRC Employee

Date